



APPLICATION FOR UNDERGRADUATE DEGREE OR CERTIFICATE

This application is for degree candidates using Degree Works (those graduating under the 2014-15 catalog and after). Degree candidates using previous catalogs should use the old application. Please discuss your catalog year with your advisor.

Additional degrees and certificates must use a separate application.

There is a non-refundable \$40 graduation fee (\$55 if turned in during the Late Period) which is to be paid at the Treasury once the application has been approved by the major department. Please have it in hand when paying the fee. *Please contact the Registrar's Office if you will not be completing the degree in the semester you applied for. If your degree is not awarded, you will need to reapply and pay the graduation fee again.

GRADUATION DEADLINES: Late applications may result in a delay of graduation!	Semester of Graduation	Deadline	Deadline with \$15 late fee
	Fall	Last Friday in April	First Monday in October*
	Spring	Second Friday in November	First Monday in March*
	Summer	Last Friday in February	First Monday in June*

*Graduation applications submitted after this date will be deferred to the following semester.

NAME _____ **STUDENT ID** _____
(PRINT NAME AS YOU WISH IT TO APPEAR ON DIPLOMA)

APPLYING FOR _____ **OF** _____ **MAJOR** _____
(Certificate, Associates, Bachelor) (Applied Science, Arts, Science, Fine Arts, etc.) (History, Information Technology, etc, if applicable)

CONCENTRATION(S) (if applicable) _____
(Note: this will NOT appear on your diploma. However, it will appear on your transcript.)

I am also pursuing the following credentials:
Second Major _____ **Minor** _____
(Note: this will NOT appear on your diploma. However, it will appear on your transcript.)

SEMESTER AND YEAR OF EXPECTED GRADUATION _____ **CATALOG YEAR** _____

PHONE # _____ **E-MAIL ADDRESS** _____

CURRENT ADDRESS _____ **CITY** _____ **STATE & ZIP** _____

DIPLOMA MAILING ADDRESS _____ **CITY** _____ **STATE & ZIP** _____

Contact the Office of the Registrar directly to change your diploma mailing address: (406) 243-2421 or (406) 243-2422. Updating your address in Cyberbear does not affect where your diploma will be mailed.

Commencement and Diploma Information

- The graduation office must be notified of any diploma mailing address change. Diplomas will be sent to the diploma mailing address on your application. If a diploma is returned, it will be held until a correct address is received.
- Three to four weeks after the semester ends, awarded degrees will appear in Cyberbear. If verification of degree is needed, an official transcript can be ordered for a fee of \$10 through Cyberbear or www.studentclearinghouse.org.
- Detailed information and instructions regarding commencement will be available on the Office of the Registrar's website: www.umt.edu/registrar or by calling (406) 243-2421 or (406) 243-2422 to speak with a Graduation Coordinator.
- Submission of this form does not ensure graduation. Degree requirements must be completed before your degree will be posted on your transcript. By your signature below, you agree to release your name for inclusion in the commencement program and any other graduation announcements. If you do not want your name to appear in the above named documents, you must contact the Office of the Registrar.

Student Signature _____ **Date** _____

With my signature, I acknowledge and understand the University of Montana requirements for a degree as stated in my catalog.

Dean of School/Chair of Major/Designee Signature _____ **Date** _____

Dean of School/Chair of Second Major/Designee Signature _____ **Date** _____

Dean of School/Chair of Minor/Designee Signature _____ **Date** _____

With my signature, I certify that all departmental major requirements will be fulfilled by the semester and year of expected graduation indicated on this application, that all departmental waivers and substitutions have been submitted to the Registrar's Office, and the student's final semester graduation audit has been reviewed in Degree Works.