How to Complete the Graduation Application

For Graduate Students

Follow these steps to complete your graduation application in your student portal.

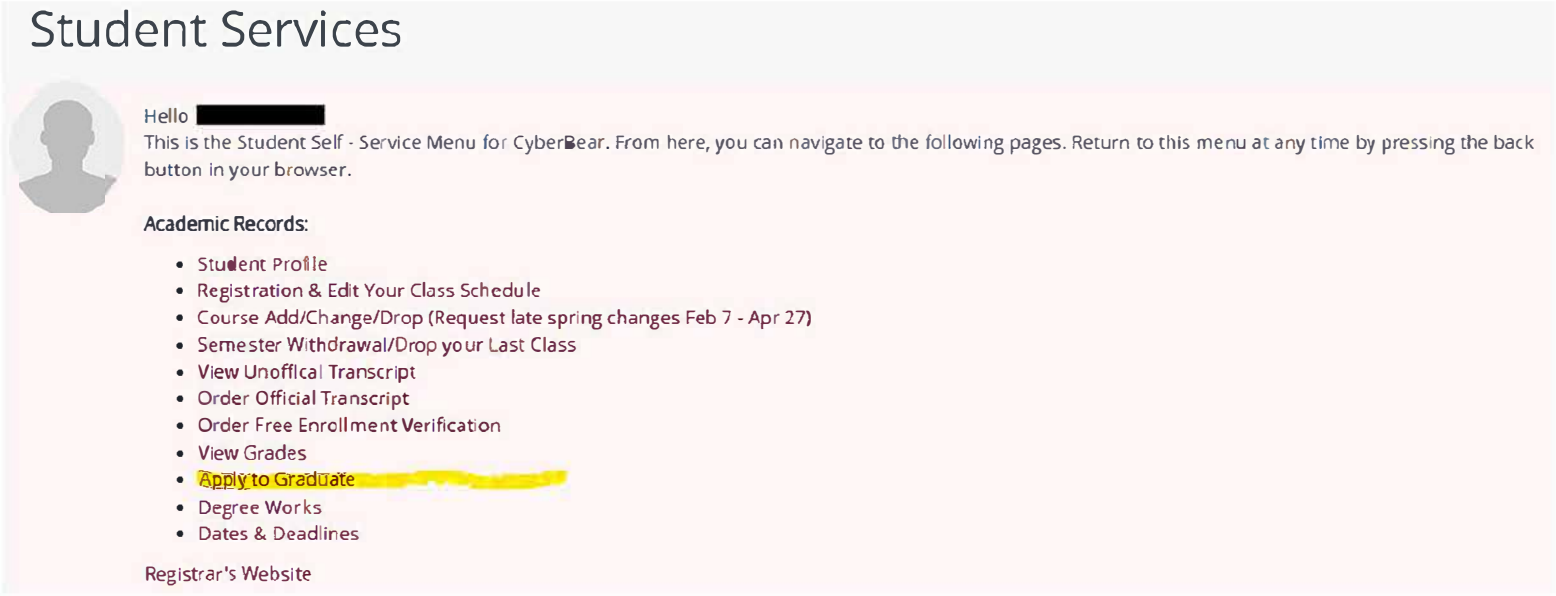
Step 1: Log into GrizPortal (formerly Cyberbear)

Step 2: Select the Student Self-Service Tile

After logging in, click on the **Student Self-Service** tile "Open Student Dashboard".

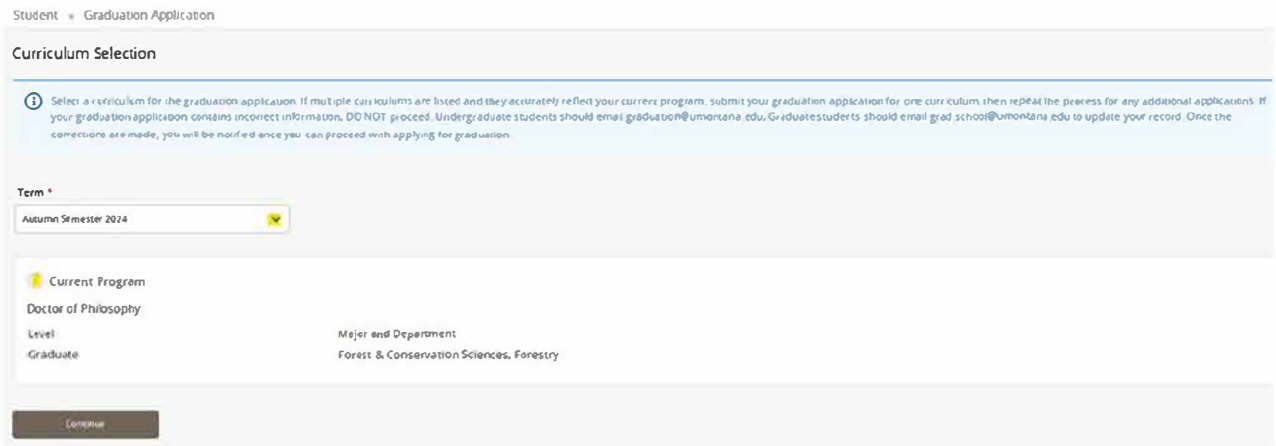
Step 3: Click "Apply to Graduate"

From the Academic Records menu, click on **Apply to Graduate**.



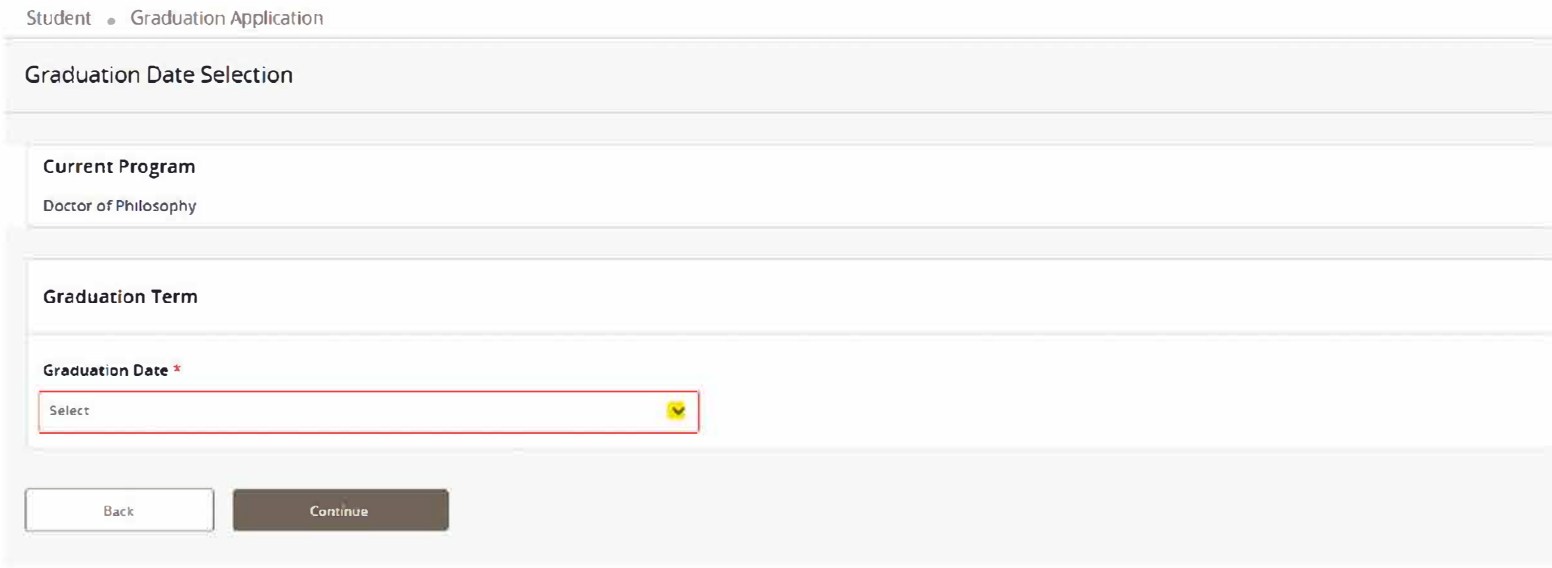
Step 4: Select Curriculum

Your current degree program will be displayed. Select the appropriate curriculum and click Continue. Do not proceed if any information is incorrect. If the displayed curriculum is inaccurate, please email grad.school@umontana.edu with the updated curriculum request. If you're applying for multiple credentials, a separate application is required for each one.



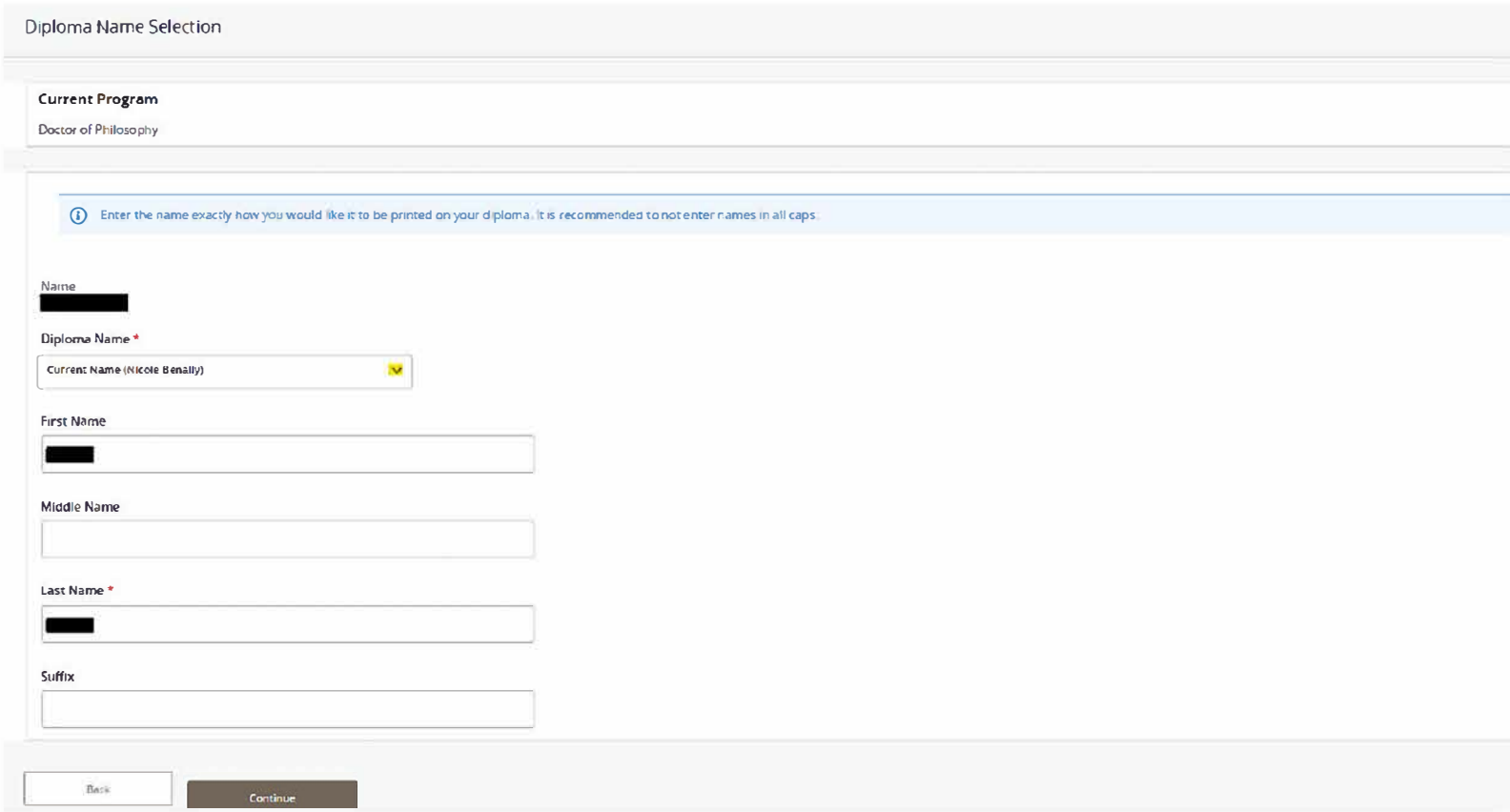
Step 5: Choose Graduation Date

Select the term in which you intend to graduate (e.g., Spring 2026) and click **Continue**.



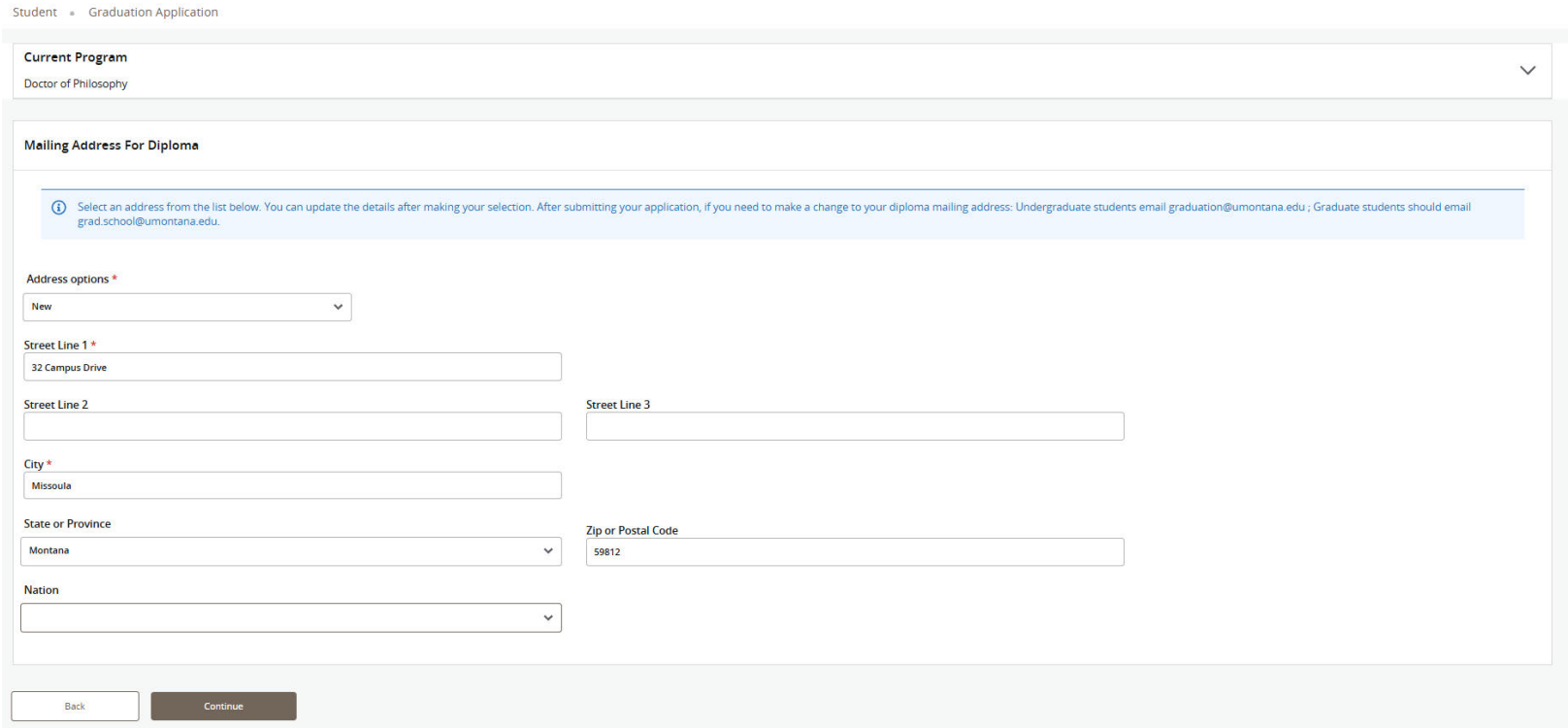
Step 6: Verify Diploma Name

Select the name you would like printed on your diploma. You may edit the name if needed; however, using all capital letters is not recommended, as it does not display well on the diploma.



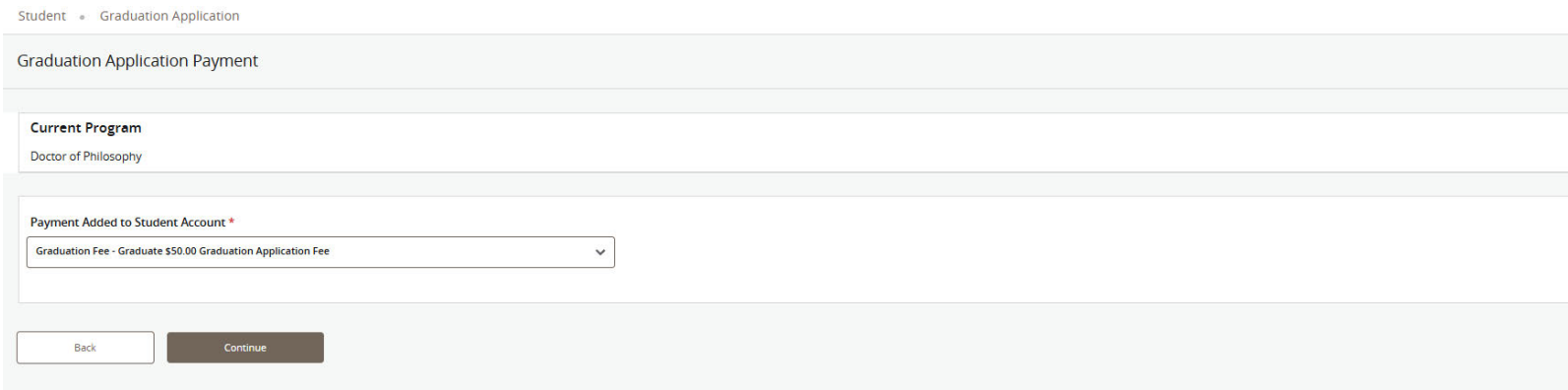
Step 7: Verify Diploma Address

Review and update your diploma mailing address, if needed.



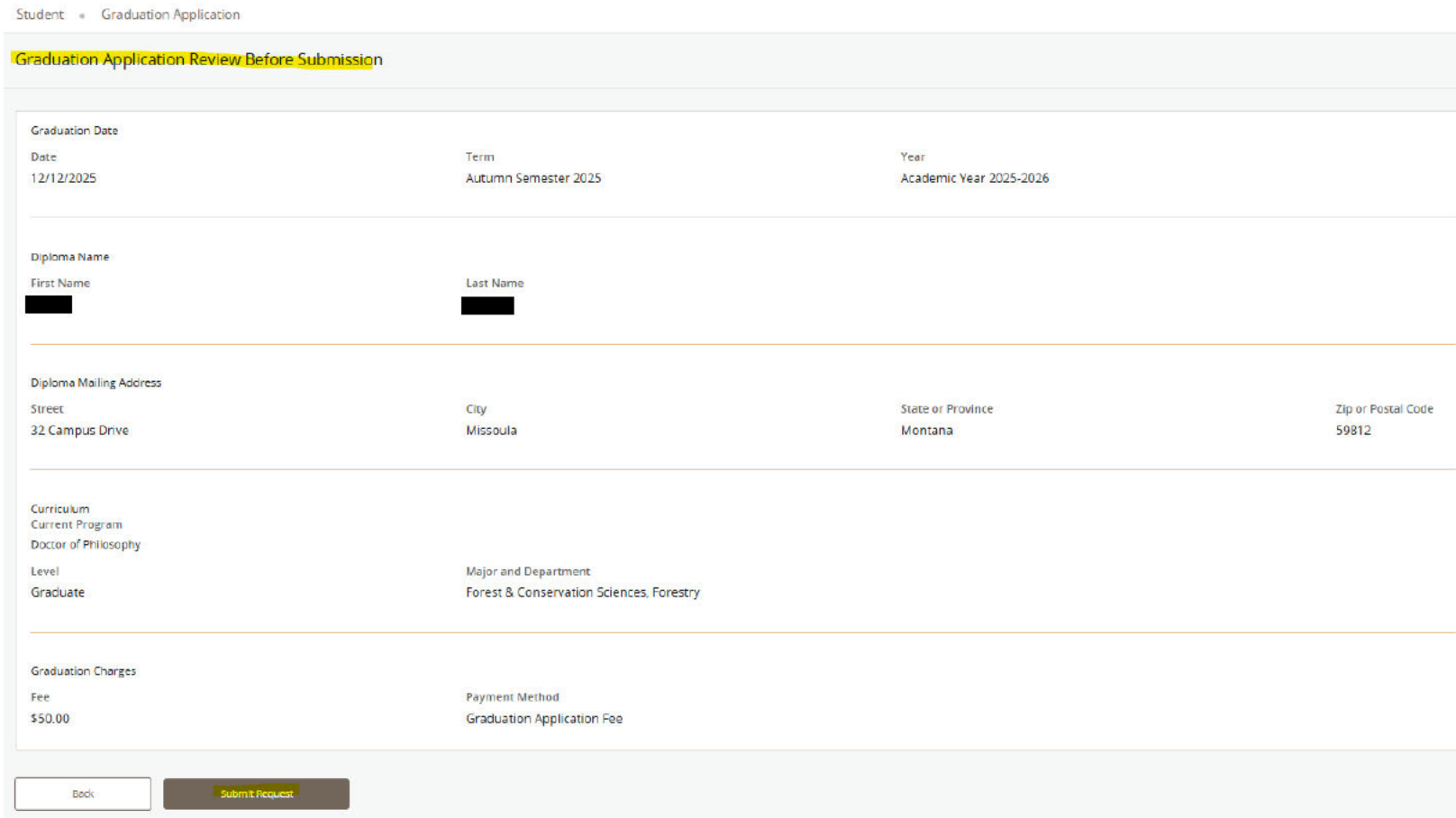
Step 8: Select Payment

Graduation applications submitted by the deadline will incur a $50 fee. Late applications will be charged $75. The fee will be posted to the student's account and should be paid as soon as possible.



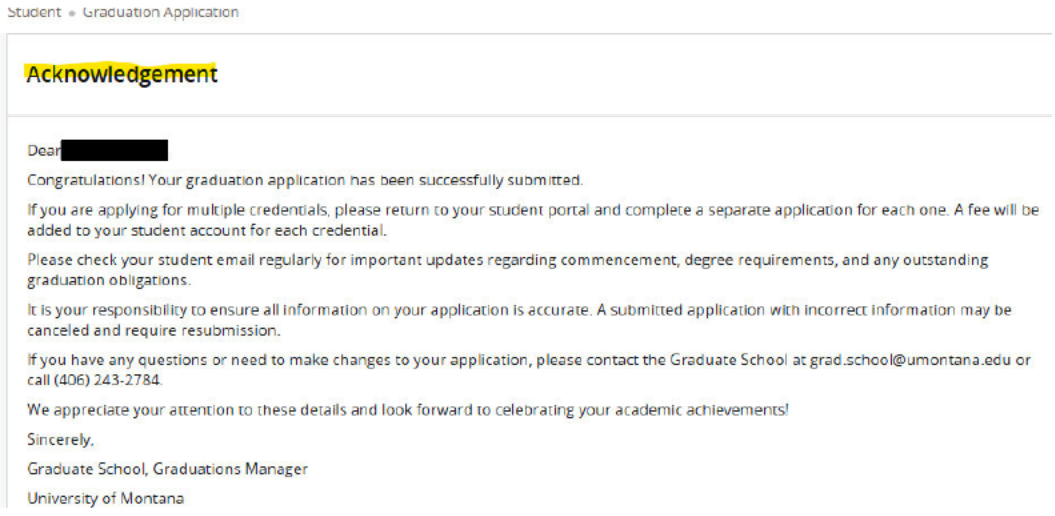
Step 9: Submit the Application

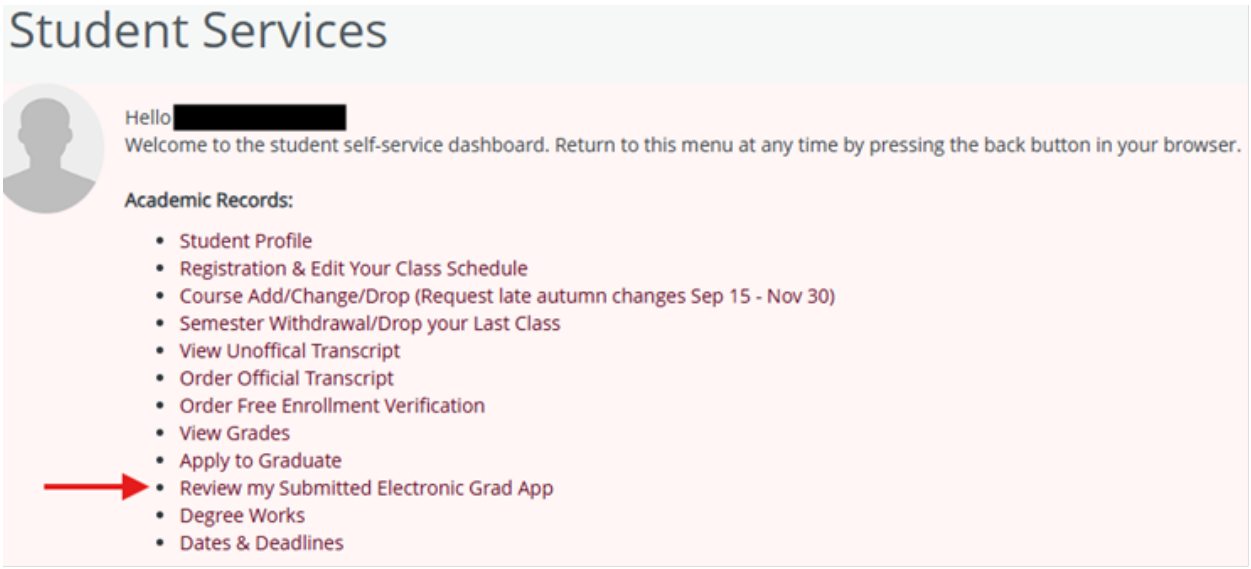
Review your information and click **Submit Request**. If any information is displaying as incorrect, use the back button to go back and revise. The following page will be an acknowledgement of submission.



Acknowledgment of successful submission:

If you're seeing this acknowledgement, you've successfully submitted your graduation application! The Graduate School will now review the application, including the student's Degree Works audit. Please coordinate with the department to ensure that the student's Degree Works is accurate and current. If there are any outstanding graduation requirements, the Graduate School will notify the department directly.



After Submission

If you forget if you submitted your graduation application(s) or can't remember what diploma name or mailing address you entered, you can **Review my Submitted Electronic Grad App**. Remember to review all graduation applications in case you entered different information. Graduate students should email grad.school@umontana.edu if they need to make any changes to their application(s).