

Graduation

Description

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[Application for Graduation Form](#)

Graduation Frequently Asked Questions

What is Application for Graduation?

The application for graduation notifies the Office of the Registrar of when you plan to complete your degree requirements. The application kicks off the process of reviewing and updating the student record and ensures you receive important updates about degree progress and commencement. The application for graduation also serves as an opportunity to provide your name as you'd like it to appear on the diploma and in the commencement book as well as the address where you would like your diploma to be mailed.

Who is eligible to apply for graduation?

You will be notified by the Office of the ESM Registrar if your expected completion date falls within the guidelines. If you do not get notified via e-mail but you believe you are eligible for graduation please reach out to the [Office of the ESM Registrar](#).

How do I apply for graduation?

If you are eligible for graduation, you can use the [Application for Graduation Form](#).

Deadline to Apply

Graduation Term	Conferral Month	Application Deadline
Spring (Graduate level only)	March	January 15
Spring	May	April 1

Summer	August	July 15
Fall (Graduate level only)	October	August 15
Fall	December	November 15

The application for graduation must be submitted on or before April 1 of the year you plan to participate in commencement to have your name reflected in the commencement book. Not submitting the application for graduation may delay the conferral of your degree. Without receipt of an application for graduation, diplomas will be issued using legal name and mailed to the primary home address as recorded in UR Student.

When should I apply for graduation?

Once you receive communication regarding your eligibility, you are encouraged to submit your application as soon as possible – even if you are not exactly sure when you will graduate! Students should select the term on the application for graduation that coincides with the earliest semester that they could complete their degree requirements.

What if I need to change my expected completion date (ECD)?

If for some reason you need to update the term you expect to complete your degree requirements from the term you identified on your application, you will need to contact the [Office of the ESM Registrar](#). We will update your expected completion date in UR Student to the date that coincides with the term you selected upon receipt of this request. If you are not sure which term to select, or you are not eligible to apply but need to discuss changing your expected completion date consult your schools Registrar's Office.

International students are responsible for checking the completion date on their I-20 and requesting a program extension or shorten as needed with ISO.

How can I change my diploma name or diploma mailing address after I submit my application for graduation?

If you need to make a change to your diploma name or diploma mailing address from what you originally submitted you can do this at any time in UR Student up until the application deadline. Follow these instructions to add/update a diploma name or diploma address to your official record:

- [Add Diploma Name](#)
- [Add Diploma Address](#)

Who is eligible to participate in commencement?

Students who plan to complete their degree requirements within the academic year (fall, spring, summer) are eligible to participate in that year's commencement ceremonies. Please see your academic advisor or your school Registrar to inquire about your eligibility. Exceptions to this policy may be made by permission of the dean or Registrar of your home school.

See the [Commencement Eligibility Policy page](#) for more information.

Date

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