How to: Fill out your Graduation Application

This is the application for a Bachelor's Degree. All blue fields indicate fillable fields that must be filled out completely. In black are the names of the fields that must be filled out in a specific format.

The last page has additional information for you as the student regarding your transcripts and diploma. Please ensure that you read this page thoroughly as it contains vital information.

Fill out the following information:

1. Enter your name in the format: Last, First Middle
2. Enter your Student ID number in the format: X0000000
   Please note the initial 8 is already included.
3. Enter your address in the format: #### Streetville
   a) Write your address: #### and Street name.
   b) Hit TAB to get to the next field, write your City.
   c) Hit TAB to get to the next field, write your State.
   d) Hit TAB to get to the next field, provide Zip code and Country (if not U.S.A.)
4. Check this box if you need to update your address in the UTEP Banner/Goldmine system
5. Enter your number in the format: (XXX) XXX-XXXX
6. Enter your email in the format: abcde@miners.utep.edu

1. Select the semester, and fill out the last two digits of the year in which you expect to graduate
2. Original Signature (pen or pencil) must be provided, no electronic signatures
3. Select if you will or will not attend commencement
4. Please provide the date you sign: mm/dd/yyyy

Important: This section is NOT TO BE FILLED by students

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