



# GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
500 W. University Avenue El Paso, Texas 79968  
(915) 747-5491 Fax (915) 747-5788  
graduate.utep.edu

## APPLICATION FOR GRADUATE DEGREE Submit to the Graduate School

### Applicant Information Please type or print clearly

UTEP Student ID: \_\_\_\_\_ Student E-mail Address: \_\_\_\_\_

Name entered below must match official University records in Goldmine. The official Goldmine name will be printed in the program, in the Prospector, and on the transcript and diploma. **IMPORTANT:** If you have a "Confidential" indicator on your records, your name will NOT be published in the UTEP commencement program nor released to the Prospector. Your college may not include your name in any pre-commencement materials nor include your picture and/or name in any department/college websites. Please contact the Registration and Records Office to release the "confidential" indicator from your records or to obtain information on filing a legal name change.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Country: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The diploma will be mailed to your Diploma Mailing Address on file with the Registrar's Office. If required, update your address through Goldmine or at the Registrar's Office, MLASB, Room 123. International students please note that an additional fee must be paid for mailing a diploma outside the U.S.A.

**Diploma Information** Re-enter your official name below as it appears in Goldmine only if accents or special characters are required. The name on the diploma is the same name which appears in your Goldmine student account. The diploma is a legal document so name changes are not allowed on this form. Please contact the Records Office for instructions on filing a legal name change.

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

### Graduation Information

Spring/May Conferral \_\_\_\_\_ Summer/August Conferral \_\_\_\_\_ Fall/December Conferral \_\_\_\_\_

Select Ceremony. Only summer candidates are allowed to walk early.

All others must walk in the ceremony associated with their graduation term  Spring Commencement  Fall Commencement

**Degree Information** REQUIRED FIELDS -THE APPLICATION WILL NOT BE APPROVED IF THE SECTIONS BELOW ARE LEFT BLANK. Attach a copy of your Degree Plan for verification purposes.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Concentration (if applicable): \_\_\_\_\_

Thesis  Dissertation  Non-Thesis Project  Other Scheduled Defense Date: \_\_\_\_\_

Title of Thesis/Dissertation: \_\_\_\_\_

Committee	Printed Name	Signature	Date
Chair:	_____	_____	_____
Co-Chair:	_____	_____	_____
Member:	_____	_____	_____
Member:	_____	_____	_____
Member:	_____	_____	_____
Member:	_____	_____	_____

**Approvals** This student is a candidate for the degree on the term as indicated above. All degree and major information on this application is correct. **NOTE:** A new application must be submitted if the student does not graduate.

Student Signature & Date \_\_\_\_\_ Graduate Advisor Signature & Date \_\_\_\_\_

College Dean Signature & Date \_\_\_\_\_ Graduate School Signature & Date \_\_\_\_\_

On time application fee is \$30.00. Late fee is \$45.00. The Graduate School will post the Diploma Fee, and other applicable fees to the Goldmine account. Fees may be paid online through Goldmine or at the Cashier's Office. Please allow one full business day for the application to be processed. Students are notified by e-mail upon approval of the application.