Students can apply to graduate through the Student Centre. The following are instructions on how to apply to graduate.

1. Log into MyUofC.

2. After logging into MyUofC portal, select the **Program and Advising Info** page.
3. Select **Apply to Graduate**.

4. Select the academic program for which you are applying to graduate.
5. Select **Expected Graduation Term** and then **Continue**.
6. Read this page carefully, verify your information and read the information provided. Once you have read the page and verified your information on the page click the **box** and **Submit Application**.

**Apply for Graduation**

**Verify Graduation Data**

**Expected Graduation Term** Winter 2024

By selecting this Expected Graduation Term, you are indicating that you will complete all your degree requirements by the end of the Winter 2024 term.

Verification of your degree will appear on your official transcript by mid-May, once your faculty has verified and approved your graduation. Upon approval, you will be considered as part of the May 2024 cohort and are eligible to participate in the Springtime 2024 Convocation ceremonies.

**Deadline for submission of application** March 31, 2024

The following applies to all undergraduate and graduate students.

Please read the following carefully before submitting your Application for Graduation.

If you expect to receive a credential, you must submit an Application to Graduate. If you complete your degree requirements during the Fall term, your degree will be conferred in the Winter (February) convocation. If you complete your degree requirements during the Winter term, your degree will be conferred at the Spring (May/June) Convocation. If you complete your degree requirements during the Spring/Summer Terms, your degree will be conferred at Fall (November) Convocation.

If you are unsure whether or not you will be eligible to graduate, contact your Faculty Office:

- **Arts**
  - Phone: (403) 220-3580
  - E-mail: artsads@ucalgary.ca

- **Education**
  - Phone: (403) 220-5039
  - E-mail: upe@ucalgary.ca

If you are not approved to graduate at this convocation, you must resubmit your application for the next convocation. **THIS APPLICATION DOES NOT CONFIRM THAT YOU WILL GRADUATE.**

**Name Information**

Credentials issued by the University of Calgary are prepared using a student's full legal (Primary) name. According to Calendar regulation H.2, initials are not allowed on your degree, with the exception where this initial is part of your legal name. Any initials in your name will be removed unless official documentation showing proof of name is provided to the Convocation Office prior to the deadlines below.

- **Fall 2023 completion term graduate-name change deadline** of February 5, 2024
- **Winter 2024 completion term graduate-name change deadline** of May 3, 2024

Please ensure that your name is correct, as there will be a charge to reprint your degree once it is generated if this name information is incorrect. To change/update your legal/primary name on file, you will need to submit a Service Request through your student/alumni portal prior to the noted date for your completion term.

Your full and legal name as it shows on our records appears below.

Legal given names in full:________
Legal surname in full:________

If the above information is incorrect, please contact the Enrollment Services Office directly:
403-210-7025
7. Once you have submitted your application you will see a confirmation screen with next steps. Be sure to check your convocation status and submit attendance notification to arrange gown rental or to have your degree mailed to you in Convocation Status.
If you have any questions about your graduation application, please contact Convocation at convinfo@ucalgary.ca

**End of Procedure.**

**Related Guides:** Convocation - Convocation Status and Attendance Notification