Montgomery College

Application for Graduation

Please print, apply once per semester, and submit one application per degree to the campus where your major/program of study is offered OR to the campus from which you wish to graduate.

This application is for:

☐ Fall semester _____
   Indicate Year

☐ Spring semester _____
   Indicate Year

☐ Summer semester _____
   Indicate Year

> **Skip this form and apply online* today!**
> *online application for associate degrees and certificates only
> - Log-in to MyMC
> - Click on "My Classes," and then click "Apply for Graduation**"**
> - **Health Sciences students may have additional requirements. Consult Program Coordinator.**

Name _____
   ☐ Mr. ☐ Ms. First   Middle   Last

Student ID **M-** _____ Daytime Phone _____

Address _____

City _____ State _____ ZIP Code _____

E-mail _____@_____

Do you plan to transfer **additional** credits from other colleges to MC? ☐ Yes ☐ No

If yes, from which college(s) _____

I am a candidate for a(n): **(Complete one form per letter, certificate or degree)**

☐ Associate of Arts   ☐ Associate of Arts in Teaching
☐ Associate of Fine Arts   ☐ Associate of Applied Science
☐ Associate of Science   ☐ Certificate
☐ Letter of Recognition (See Catalog)

Name of Program/Major _____ Curriculum Code _____
                       See step 1 on next page.

Which Catalog requirements have you been following? Indicate year _____

Do you plan to participate in the May Commencement ceremony? ☐ Yes ☐ No
   Note: Commencement is held once a year, in May, for previous summer, previous fall and spring graduates.

Clearly print name as it should appear on diploma, certificate or letter (legal name only; no titles; indicate punctuation):

_____
First   Middle   Last

I understand that I am fully responsible for being familiar with and meeting the graduation requirements for my program; and that final certification requires a graduation audit completed by the Office of Admissions and Records.

_____   _____
Student Signature   Date

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- Log-in to MyMC
- Click on "My Classes," and then click on "Apply for Graduation"

Step 1: Verify your curriculum information in MyMC

Step 2: Complete the Application for Graduation on the reverse side if you do not meet the minimum qualifications to apply online.

- Log-in to MyMC and click on "My Classes," then click on "Apply for Graduation".

- Click on "Degree Evaluation", if the "Select Term" drop box appears, select the current term or any future term.

- Your "Curriculum Information" will display. Make sure your **Program**   (major/curriculum) and **Catalog Year** are correct.

  - If not correct, submit a Curriculum Change form to the Office of Admissions and Records on any campus.

  - If correct, click "Generate New Evaluation."

Step 3: Submit Application for Graduation to the Office of Admission and Records on the campus where your major/program of study is offered OR to the campus from which you wish to graduate.
F1 students: Check item 5 on your I-20 to ensure your graduation and "complete studies no later than" dates match. See an International Student Coordinator if they do not match.

Step 4: If you have additional credits from other colleges or universities, send an official transcript to the campus where you submitted your graduation application:

Montgomery College- Germantown
Office of Admissions and Records
20200 Observation Drive
Germantown, MD 20876
Attention: Transcript Evaluation

Montgomery College- Rockville
Office of Admissions and Records
51 Mannakee Street
Rockville, MD 20850
Attention: Transcript Evaluation

Montgomery College- TP/SS
Office of Admissions and Records
7600 Takoma Avenue
Takoma Park, MD 20912
Attention: Transcript Evaluation

Note: Students who do not complete requirements for graduation are required to
submit a new Graduation Application each semester.

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