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 _______________________________________________________________________________________

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

ES 01/20/17
Steps for a Successful 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:

<table>
<thead>
<tr>
<th>Montgomery College- Germantown</th>
<th>Montgomery College- Rockville</th>
<th>Montgomery College- TP/SS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Admissions and Records</td>
<td>Office of Admissions and Records</td>
<td>Office of Admissions and Records</td>
</tr>
<tr>
<td>20200 Observation Drive</td>
<td>51 Mannakee Street</td>
<td>7600 Takoma Avenue</td>
</tr>
<tr>
<td>Germantown, MD 20876</td>
<td>Rockville, MD 20850</td>
<td>Takoma Park, MD 20912</td>
</tr>
<tr>
<td>Attention: Transcript Evaluation</td>
<td>Attention: Transcript Evaluation</td>
<td>Attention: Transcript Evaluation</td>
</tr>
</tbody>
</table>

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