Apply to Graduate Online

The Graduation Team
Login to Galaxy using your NetID and password

- If you don’t know your NetID and password, please contact computer help desk at assist@utdallas.edu

You can either choose the Orion link or the Orion Self-Service link to apply for graduation online.
Within Student Center, choose My Academics to begin the application process.

In My Academics, choose the link Apply for Graduation.
If you are not eligible to apply to graduate, you will not receive the Apply for Graduation link and will need to contact your advisor.

If you met with your advisor recently, please allow a few hours for the link to appear.

If you are eligible to graduate, you will receive the Apply for Graduation link, click on the link.

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.
You will be prompted to select the appropriate term to apply for graduation. Select the term from the drop down menu.

Once you have selected a term, graduation instructions will appear. Please make sure you review the instructions carefully before continuing.
After reviewing the instructions, click on **Submit Application**

If your application was submitted correctly, you will receive this message: “**You have successfully applied for graduation**”
Students wishing to change the name that appears on their diploma must follow the standard name change procedures of the university. Students must submit this change by the deadline published on the undergraduate and graduate checklists.

Diplomas will be mailed using your home address on file. You can update your home address through Galaxy by the deadline published on the undergraduate and graduate checklists. Diplomas cannot be mailed to UT Dallas on-campus offices.

If you wish to update your home address click on the addresses tab in your student center. Click the edit button next to the Home address.

Once the address is updated and “OK’d”, the following screen appears, select Home as the Address Type to validate the appropriate address type and click on SAVE.

Return to My Academics and review the information entered. If you have additional changes to the home address, you may return to this area and make updates as necessary.
You have now successfully submitted your application and updated your home address.

If you have any questions or concerns, please feel free to contact your Advisor or the Graduation Team at the Office of the Registrar directly at graduation@utdallas.edu