

Apply for Graduation

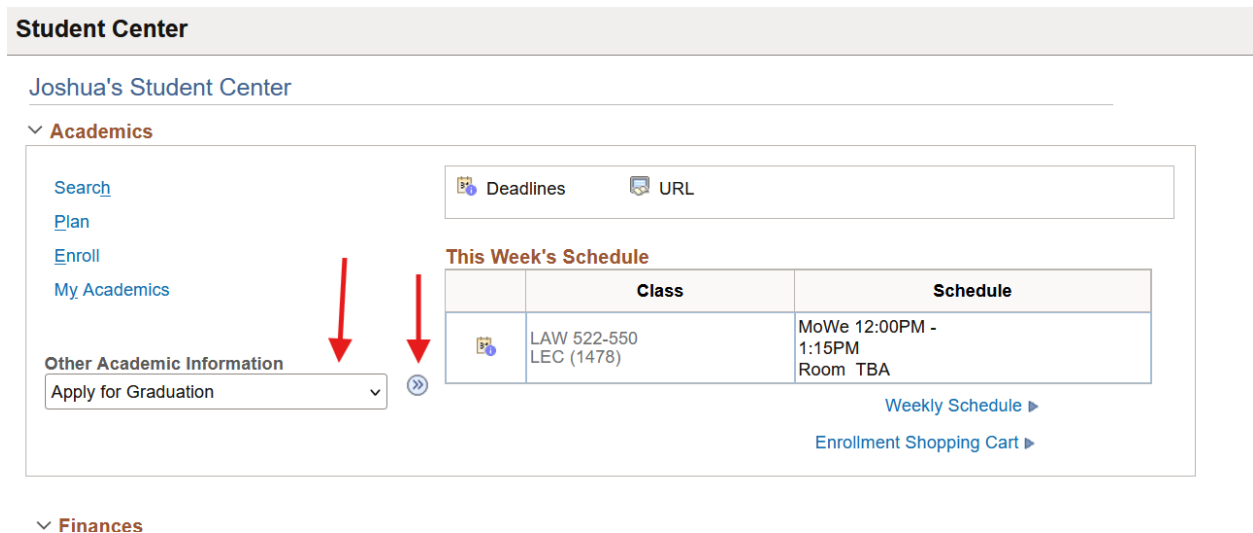
(This tutorial teaches you how to apply for graduation through self service.)

Navigate to the MyUB Homepage by going to the following link:
<https://myubalt.ubalt.edu>. Enter your Network ID and Password.

From the MyUB Portal, select “My Student Center” from the “Most-Used Tools” column.



Under the “Academics” section of the Student Center page, select “Apply for Graduation” from the drop-down menu labeled “Other Academic Information,” and click the two blue arrowed-icon next.



On the Apply for Graduation page, under the Select Program and Degree option, click the blue link next to the academic program you wish to apply for graduation.



Apply for Graduation

Select Program and Degree

Select the academic program in which you wish to apply for graduation by selecting its description.

Select an Academic Program



Academic Program **Law Full Time Day**

Career **Law**

Degree **JD-Juris Doctor**

Major **Law Full Time Day**

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On the Select Graduation Term page, select your term of graduation from the Expected Graduation Term drop-down menu.

Apply for Graduation

Select Graduation Term

The academic program listed here was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program **Law Full Time Day**

Career **Law**

Degree **JD-Juris Doctor**

Major **Law Full Time Day**



Select the appropriate term from the drop down. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term **Fall 2026** 

After reviewing the Graduation Instructions, click the “Continue” box to proceed.

Graduation Instructions

1. Once the application for graduation is successfully completed, you will receive a notification by e-mail (to your UB e-mail account). Be sure to review the information immediately and notify the Office of Records and Registration at 410-837-4825 or by e-mail at records@ubalt.edu if any information is incorrect.
2. If the academic program and degree is not correct, and you cannot select the correct one, contact the Office of Records and Registration at 410-837-4825 or by e-mail at records@ubalt.edu. At the bottom of the page is a grey bar for “Select a Different Program” which may allow you to change.
3. After reading these notes, click the green “Continue” bar at the bottom of this page.
4. Review and be sure the information presented at the top of the page is correct. If you need to change the term or program use the grey bars at the bottom of the screen. If the information is correct, click the green “Submit” button at the bottom of the page.
5. You should receive a “Submit Confirmation.” Print that page and keep it as verification of your application being accepted.

NOTE: Students in combined degree programs must complete an application for EACH degree program but pay only one fee – the higher of the two.

6. Check filing deadlines on the academic calendar posted at www.ubalt.edu/records; the last day for filing is the final day of late registration for that semester. Check with your advisor to be sure that this is the time to file and that you will likely meet all requirements in the semester selected.
7. If you do not meet all requirements for the degree within 60 days of the last day of classes in the semester requested you must apply again and pay another fee.



Select Different Program	Continue
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On the next page you will be prompted to review your graduation criteria.

Apply for Graduation

Verify Graduation Data

Verify that all data is correct.

If the academic program/degree is not correct, select the Select Different Program button to select a different value.

If the term is not correct, select the Select Different Term button to select a different value.

If everything is correct, select the Submit Application button to continue the process.

Program Law Full Time Day **Career** Law

Degree JD-Juris Doctor

Major Law Full Time Day

Expected Graduation Term Fall 2026

Scroll to the bottom of the page and click the “Submit Application” button to finish submitting your application.

6. Check filing deadlines on the academic calendar posted at www.ubalt.edu/records; the last day for filing is the final day of late registration for that semester. Check with your advisor to be sure that this is the time to file and that you will likely meet all requirements in the semester selected.

7. If you do not meet all requirements for the degree within 60 days of the last day of classes in the semester requested you must apply again and pay another fee.



Select Different Program

Submit Application

Select Different Term

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