1. Undergraduate student will complete the application form by logging into SOAR and navigating to Self Service.

2. Select Application for Graduation in the drop-down list of options under the Academics section.

3. Read all information before completing the application.

4. Enter the required information (note: Your name, Email address, and campus will automatically be populated from the SOAR system. You must TYPE in the remaining information as outlined below—Handwritten applications are not accepted):
   a. Address you wish to have your diploma mailed to (diplomas cannot be mailed to USM Post Office boxes). (Note: Diplomas are typically mailed 6-8 weeks following the end of the graduation term.)
   b. Local/cell number
   c. Expected Graduation Term
5. Print the application form (Note: if your application fails to print, clean your cache and check to make sure you do not have a pop-up blocker turned on). If your printed application does not populate your information (Name, EMPLID, Address, etc.), clean your cache, browsing history, and cookies. If you continue to have issues, please call 601-266-6175 for assistance.

6. If you have a double major and/or minor, you will need to obtain the appropriate signatures.

7. If you are an Honors College student, you must also complete the Honors College Degree Application and Questionnaire. Once completed, you will need to schedule an appointment with the Honors College to review your Honors College Degree Application.

8. Return your degree application to:
   a. Hattiesburg Students – College of Nursing, Elizabeth Harkins Hall room 214
   b. Gulf Coast Students – CON Bldg. 730 East Beach Blvd., Long Beach MS (room 101)

9. If you do not clear graduation for the term listed on your application, you must complete a new application for the new graduation term and a $50 fee will be assessed.