

## Degree Application Help

### About the Degree Application

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The [degree application](#) is the form you must submit in order to graduate from MIT. Your submission begins a process in which your department and the Registrar's Office review your academic record to confirm you have satisfied all departmental and Institute requirements. You can check this form later in the term to see whether or not your application has been approved.

Submit an application if there is any chance you will finish your degree. There is no fee for later removing yourself from the degree candidate list.

### Diploma name

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Enter your name exactly as you would like it to appear on your diploma. Give this careful consideration. If you decide to change the name later in the term, it will delay preparation of your diploma.

Any changes you make here will not affect how your name appears elsewhere at MIT. This name will be used only for your diploma and graduation program.

**Accented characters:** Click on the “Accented Characters” button to choose from a chart of characters.

Some older browsers may not be able to properly show all characters. The chart will still give you a way to enter them so that they are included in your name. The way they display in the older browsers, however, will be a bit strange. Not to worry. Your name will appear properly on your diploma and in the graduation program.

**Pronunciation:** If it is not obvious how to pronounce your name, provide some clues to help the Commencement reader. Note that students are called by first name, middle initial, and last name(s).

Capitalize parts of your name to indicate emphasis and provide phonetic spellings. Examples: Mar-TEE-nez to emphasize the second syllable, Ca-ro-line (long i) or Ca-ro-lynn (short i).

You may also indicate a word your name sounds like. Examples: Ni sounds like knee, Chow rhymes with now, Barrowes sounds like bear-rose.

### Previous degrees

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Previous college degrees, from MIT or from other colleges or universities, are included with your name in the graduation program.

Use abbreviations. Examples: BA for a Bachelor's or SB for an MIT Bachelor's. If you have a degree from a non-U.S. institution, you may use the school's abbreviation. Examples: Ing. for Ingenieur or Dipl. for Diploma.

## Application status

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The "Status" information — listed just after the first line in the Degree Information section of your application — indicates where you are in the application process.

- **Applied** Your application has been received.
- **Dept Apprv\*** Your department has approved your application.
- **Reg Apprv\*** The Registrar's Office has approved your application.
- **Off list** Your name has been removed from the degree candidate list. If you have questions, contact the Registrar's Office or your departmental academic administrator.

*\*Note: "Approval" is contingent on the satisfactory completion of your last term.*

## Minors for SB candidates

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**Proposed** indicates that you have submitted a Minor Application Form, and you must submit a Minor Completion Form. If you are dropping your minor, notify the undergraduate office in the minor department as soon as possible.

**Completed** indicates that you have submitted the Minor Completion Form. Contact your minor advisor or department with questions about completing the requirements.

**Not Met** indicates that you have submitted the Minor Completion Form but have not completed all the required subjects. Check with your minor advisor or department.

## Other thesis field

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You may enter a thesis field that is not on the list of approved fields; however, it is not official. You must petition your department for approval. Contact your departmental academic administrator for details.

## Mailing address for diploma

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For September and February graduates, this address is used for mailing your diploma or Commencement attendance information. September diplomas are mailed mid-October. February diplomas are mailed at the end of March.

For June graduates, this address is used for mailing your diploma. However, if you are planning to attend Commencement, we ask that you provide a mailing address in case your plans change. June diplomas are mailed at the end of June.

## How to remove your name from the degree candidate list

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To remove your name from the degree candidate list, email the academic administrator in your department and the [Registrar's Office](#). To apply for the degree in a later term, you must submit a new degree application.