Application to Graduate
Graduate Students

Please contact the Office of Graduate Studies for information on deadlines to submit your Admission to Candidacy Form.

Undergraduate Students

Once you have completed 90.0 credit hours, you must submit an Application to Graduate to the Registrar’s Office. This application will allow the Registrar’s Office to process your Official Degree Audit.

The Application to Graduate is completed online through your Trailhead account. To submit the application, follow these steps:

1. Log into Trailhead and click Self Service.
2. Go to the Student Tab.
3. Go to Student Records.
4. Click “Apply to Graduate.”
Your graduation application must be submitted by the **first day of class** of the term you intend to graduate.

**To update your name:**
Your name as it appears on the Application to Graduate will be printed in the Commencement program and printed on your diploma. To update this, you must complete a Name Change form.

Your diploma will be mailed to your Diploma Mailing address. **To add or update your Diploma Mailing address:**

1. Log into Trailhead and click Self Service.
2. Select the Personal Information tab.
3. Click the Update Addresses and Phones link.
4. Select Diploma Mailing Address from the drop-down box.
5. If your diploma mailing address is not updated, a hold will be placed on your account.

### Contact

**Registrar’s Office**
Student Center E280  
1200 16th Street  
Golden, CO 80401

registrar@mines.edu

303-273-3200  
FAX: 303-384-2253

Hours:  
Mon-Fri, 8 am-5 pm
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