# How to Apply to Graduate

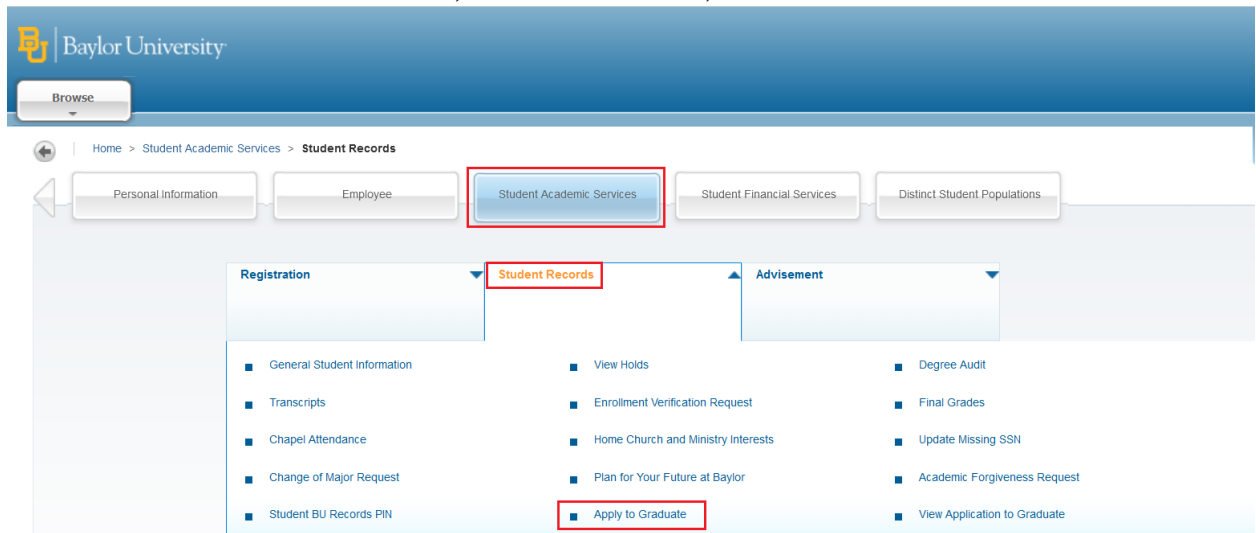1. Go to BearWeb.  https://bearweb.baylor.edu
2. Select STUDENT ACADEMIC SERVICES, STUDENT RECORDS, then APPLY TO GRADUATE.



3. Select the term listed and click Submit.
4. Select your Program.
   * Joint students – You will need to apply to one and then go back in and apply for the second unless you are receiving an undergrad/grad degree. You will apply for your undergrad with your advisor.
   * If the listed program is not correct, please contact the Graduate Office at 254-710-3588 or Graduate-School@baylor.edu.
5. * If you are intending to graduate as a "masters on the way", please contact Alana Schaeper at Alana_Schaeper@baylor.edu.
6. Select your graduation date – only the next available graduation term will be listed.
7. Click **Continue**.
8. Select if you plan to attend a graduation ceremony and click Continue.
9. Select **Current Name** to update the name to be listed on your Diploma and Continue.
   You will be given the option to verify that your name is correct and make changes.
   * This will be printed on your diploma, so carefully review this information!
10. Select the address you want your diploma to be mailed to.
   You will be given the option to make corrections or changes.
11. Verify all information is correct before clicking Submit.