Declaring Graduation Date Online Through WyoRecords

1 Log into WyoRecords from main WyoWeb page.

https://bnrssomgr.uwyo.edu/ssomanager/c/SSB
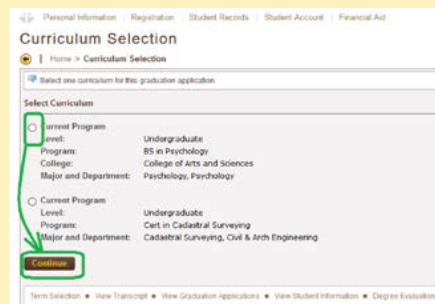
2 Click on **"Student Records"**

3 Click on **"Apply to Graduate"**
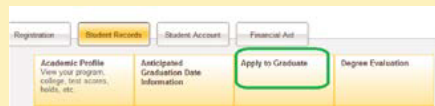
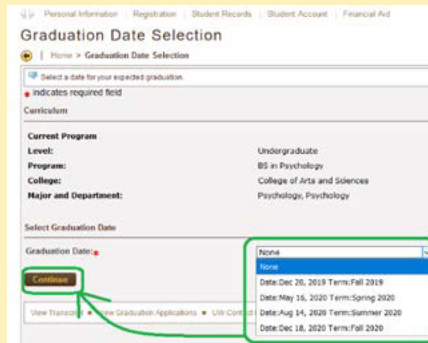*4* If necessary, select a term (probably not necessary), click on brown **"Submit"** button

5 Click on appropriate radio button to select program, click on brown **"Continue"** button

Office of the Registrar
(307) 766-5272 | registrar@uwyo.edu

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6 Proceed through next three steps:

● **Graduation Date** – Select the desired term you expect to complete all degree requirements.

● **Diploma Name** – Select a name for how you wish your name to appear on your diploma. You will be allowed to make minor changes on the subsequent page, such as adding a full middle name. (*The Office of the Registrar reserves the right to update/correct diploma name information as appropriate. The name printed on your diploma must be a version of your legal name as displayed in WyoRecords. Nicknames or names other than your legal name in UW systems are not permitted.*)
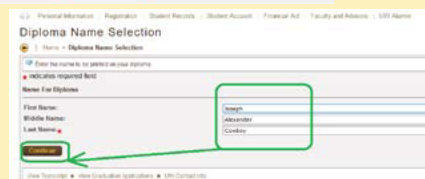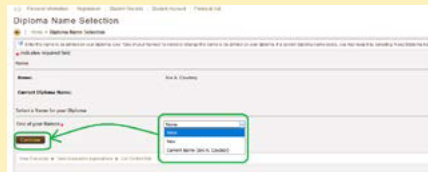
● **Diploma Address** – Select an address to which you would like your diploma to be mailed. You will be allowed to make minor changes on the subsequent page.
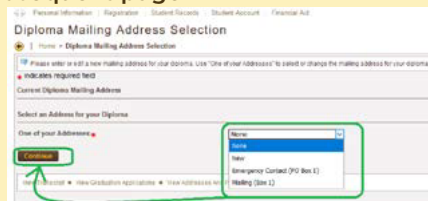

Diploma Address (cont.)

(Note: The vendor which mails the UW diplomas uses the USPS to mail diplomas and does not use tracking information, so international students may want to send diplomas to an address in the United States, then use another method to send the diploma to an international address.)

7 On the summary page, please check that everything is as you want it. If so, then click on the brown **"Submit Request"** button.
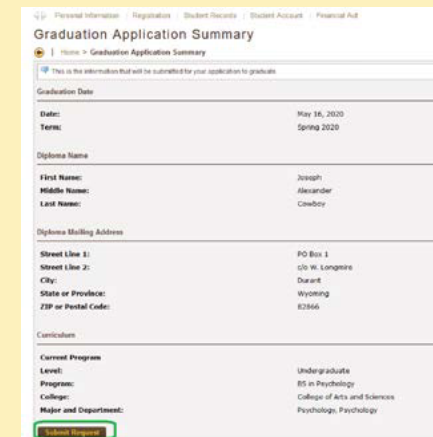
8 A confirmation page will then be presented which will have some information regarding graduating.

Within a few days after submission of the graduation application, a charge will appear on your account for the graduation fee, which you will then be able to pay as you would any other charges.