



**UDLAP**®

UNIVERSIDAD DE LAS AMÉRICAS PUEBLA

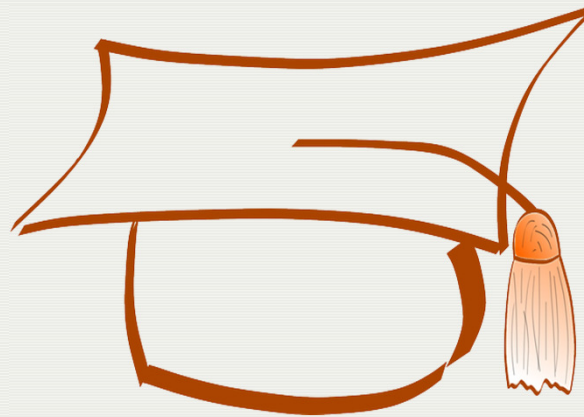
— [www.udlap.mx](http://www.udlap.mx) —

The central graphic is a white-bordered square containing the university's name and website. The background of the entire image is a collage of green and orange geometric shapes. On the left, a row of international flags is visible against a building. On the right, a woman is writing on a whiteboard. At the bottom, a young man in a UDLAP hoodie is sitting on a ledge, and a volcano is visible in the distance.

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# GRADUATION PROCESS



# PURPOSE

To inform of the steps to begin  
the graduation process

# ¿ WHAT IS THE GRADUATION ?

The process through which a student meets the established requirements to earn a:

- Bachelor Diploma



# ¿ WHO MAKES UP A CLASS ?

All students who complete the graduation process in one of the following school terms:

Previous year

SUMMER

FALL

Current year

SPRING

**BACHELOR**

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# AUTOMATIC GRANTING OF DIPLOMA

All courses of a study program taken and passed

## SCHOOL'S DIRECTOR:

- ✓ Verify that the study program is completed
- ✓ Hand in to the Graduation Department the reviewed and signed Progress Report



**STEP BY STEP**

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# HAND IN AT SCHOOL SERVICES



Graduation Application

Graduation Fee Receipt



# DOCUMENT EVALUATION

- School Services rules that the required paperwork for graduation is complete and on file
- If there are inconsistencies, the student will be notified via email with the subject “*revisión de expediente archivo UDLAP (UDLAP file review)*”. It will include the deadline to solve any pending issues in order to continue with the graduation process
- Comments or questions should be directed to:

[serviciosescolares.archivo@udlap.mx](mailto:serviciosescolares.archivo@udlap.mx)

# NO OUTSTANDING BALANCES

**SCHOLARSHIP  
SERVICE**



**BACHELOR**

**LOTERY**



**TUITION**



**LAB**



**LIBRARY**



Review deadline for outstanding balances

# SATISFACTION SURVEY

It is very important to know your opinion regarding the services at UDLAP

<http://portafolios.udlap.mx/sitios/graduando>

**“ THE RESULTS ALLOW US TO CONTINUOUSLY IMPROVE “**

# IF THE GRADUATION DOES NOT PROCEED

- The process will be cancelled; the reason will be notified via university email
- The Graduation Application must be renewed by the dates established in the current school calendar
- A Graduation Fee difference will be payable when applicable



# BACHELOR

## Summary of Steps

| Step |   |
|------|---|
| 1    | Be enrolled in the last semester  |
| 2    | Hand in the “Graduation Application” and proof of payment of the Graduation Fee   |
| 3    | Complete, if necessary, the missing documentation   |
| 4    | Verify that nothing is owed to the university   |
| 5    | Answer the “Student Satisfaction Survey”<br><a href="http://portafolios.udlap.mx/sitios/graduando">http://portafolios.udlap.mx/sitios/graduando</a> |

### Important:

It is responsibility of each student to check their university email, as it is the medium used to provide information regarding the graduation process

# REHEARSAL



- Ceremony Logistics
- Delivery of Graduation Package
  - Class Photograph

# GRADUATION PACKAGE

- ✓ Number of order for the procession
- ✓ 4 invitations with envelopes
- ✓ 4 tickets (graduates do not require ticket)
- ✓ Leaflet with information about parking and services
- ✓ Memo for participating graduates
- ✓ General guidelines
- ✓ Alumni ID

# “ GRADUATION CEREMONY ”



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# Graduate Outreach



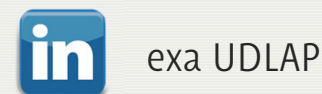
UDLAP Alumni Community

[www.udlap.mx/exaudlap](http://www.udlap.mx/exaudlap)

[udlap.egresados@udlap.mx](mailto:udlap.egresados@udlap.mx)

CE-102 (Student Center)

Ph.: (222) 229 32 71 o 72



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# Professional Development Center

Job Search

[bolsadetrabajo.udlap.mx](http://bolsadetrabajo.udlap.mx)

[desarrollo.profesional@udlap.mx](mailto:desarrollo.profesional@udlap.mx)

Ph.: (222) 229 32703



[/cdp.udlap](https://www.facebook.com/cdp.udlap)



[Bolsa de Trabajo UDLAP](https://www.linkedin.com/company/bolsa-de-trabajo-udlap)



[@CDP\\_UDLAP](https://twitter.com/CDP_UDLAP)

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# GRADUATE SCHOOL

Continue studying for a Master

UNIVERSIDAD DE LAS AMÉRICAS PUEBLA

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**POSGRADOS**

MAESTRÍAS  
**PRESENCIALES Y EN LÍNEA**

EXCELENCIA ACADÉMICA • **ELIGE UDLAP**

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Write to:

[ingreso.posgrados@udlap.mx](mailto:ingreso.posgrados@udlap.mx)

**Onsite Master Degrees**

Call 229-2000 ext. 4259

Location: Building CE office 107

**Online Master Degrees**

Call al 229-2000 ext. 4011

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