

## HOW TO APPLY FOR AN ASSOCIATES DEGREE

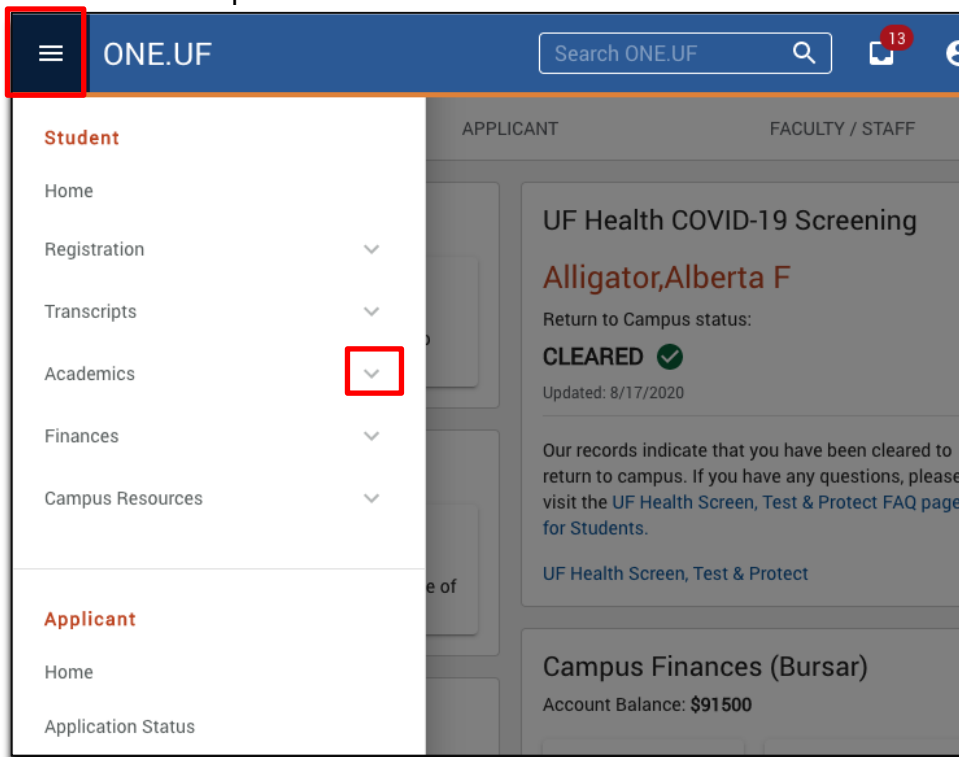
The following instructions demonstrate how a student applies for an Associate's Degree in ONE.UF.

### NAVIGATION

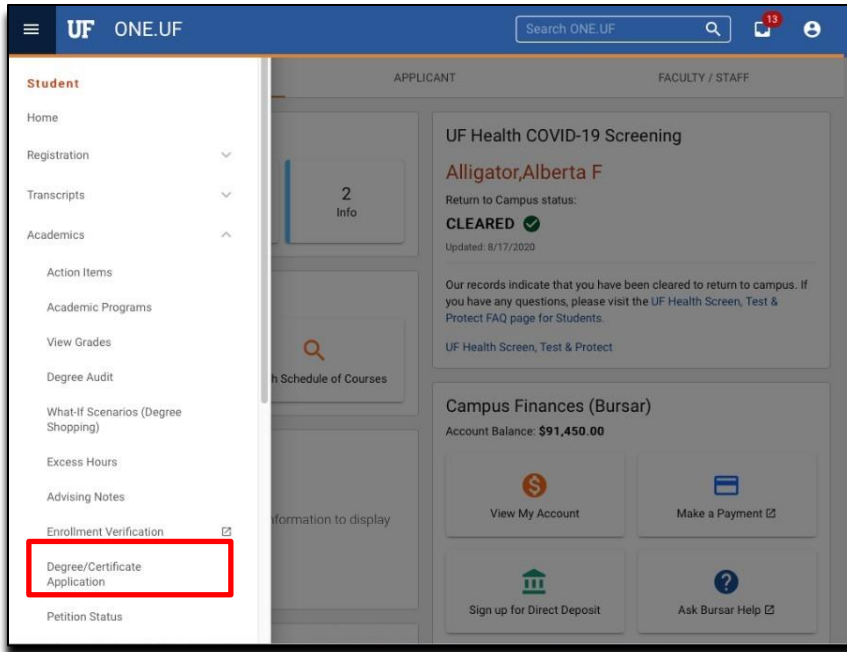
Log into one.uf.edu.

### APPLY FOR AN ASSOCIATE'S DEGREE

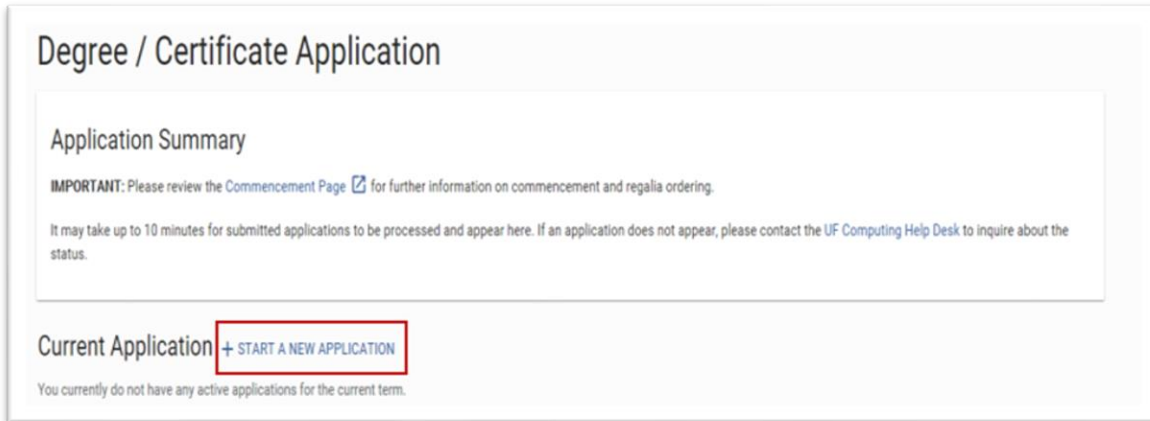
1. From the top left navigation panel, click **Menu icon**
2. **Academics** drop-down arrow.



3. Next, click **Degree/Certificate/Application**



4. Click **Start a New Application**.



5. From the drop-down menu, select **Associate of Arts**.

Degree / Certificate Application

Application Summary

**IMPORTANT:** Please review the [Commencement Page](#) for further information on commencement and regalia ordering.

It may take up to 10 minutes for submitted applications to be processed and appear here. If an application does not appear, please contact the UF Computing Help Desk to inquire about the status.

Current Application

You currently do not have any act

Need Assistance

Associate of Arts

6. Enter the term. Then, click **Continue**.

1 Select a Term 2 Select Degrees 3 Mailing Address 4 Enter Name to Print 5 Complete

Select an application term

Fall 2018 - December Graduation

CONTINUE CANCEL

7. Select the **degree**. Then click **Continue**.

Associate Of Arts Application

1 Select a Term 2 Select Degrees 3 Mailing Address 4 Enter Name to Print 5 Complete

\*Note: Undergraduate students not seeking the correct degree, major, or minor should contact their Undergraduate adviser before submitting an application. Graduate students who do not see the correct degree or major should contact their Graduate department.

Undergraduate Degrees College

Associate of Arts CLAS-Interdisciplinary Studies

CONTINUE BACK CANCEL

8. Enter the **address** where you would like to have your diploma mailed. Then, click Continue.

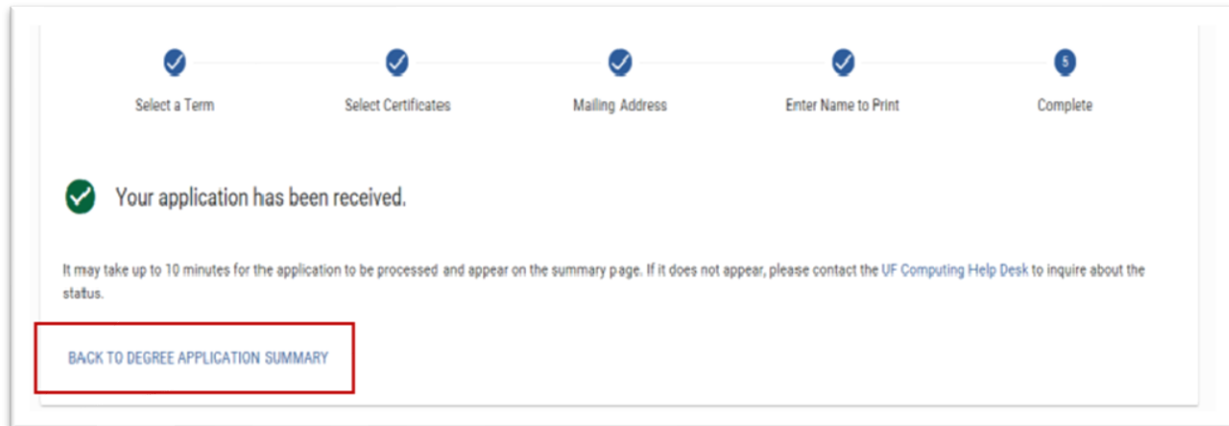
The screenshot shows a progress bar at the top with five steps: 'Select a Term' (checked), 'Select Certificates' (checked), 'Mailing Address' (active), 'Enter Name to Print' (disabled), and 'Complete' (disabled). Below the progress bar is an 'Instructions' section with the following text: 'Enter the mailing address where you want your certificate/diploma sent. Instruction for International addresses: To ensure your diploma is mailed on time, please clear any holds on your record and provide a valid address by commencement weekend. Monitor your UF email for a notification of when your certificate/diploma has shipped. Diploma recipients will receive purchase of information about their Certified Electronic diploma (CeDiploma). Certificates/Diplomas mailed to US addresses will arrive one to three weeks after they ship. Certificates/Diplomas mailed to international addresses will arrive up to eight weeks after they ship.' Below the instructions are four input fields: 'Country \*' (a dropdown menu), 'Address Line 1 \*', 'Address Line 2', and 'Address Line 3'. A red rectangular box highlights the 'Country \*' dropdown and the three address line input fields.

9. Enter your **name** as you want it to appear on your diploma. Then, click **Continue**.

Note: To add a special character, click the keyboard icon.

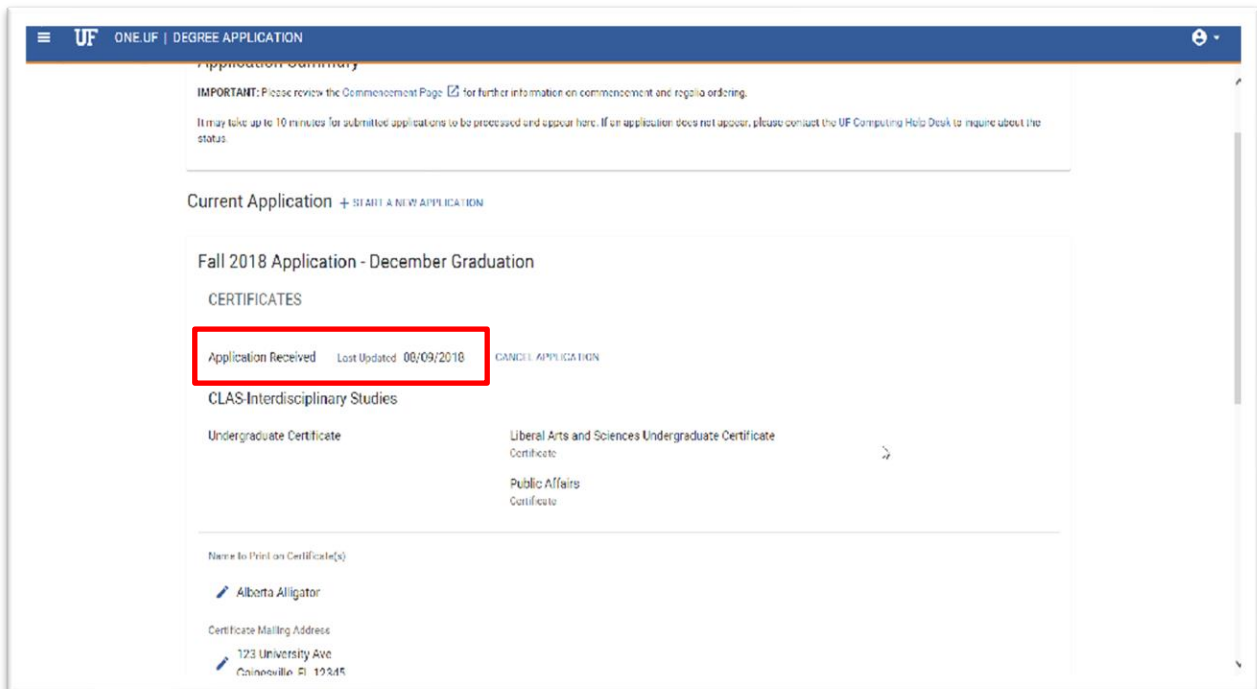
The screenshot shows a progress bar at the top with five steps: 'Select a Term' (checked), 'Select Certificates' (checked), 'Mailing Address' (checked), 'Enter Name to Print' (active), and 'Complete' (disabled). Below the progress bar is a 'Name to Appear on Certificates' section with the following instructions: 'Enter your name exactly as you want to appear on your diploma. Please indicate capital and lower-case letters. Do NOT use all upper or all lower-case letters. Use only hyphen or period punctuation. No other punctuation will be accepted. Use the keyboard icon when typing a name to insert allowed special characters. If you are unable to represent the special characters in your name, please contact the Registrar's office at (252) 392-1374.' Below the instructions are four input fields: 'First Name' (containing 'Alberta'), 'Middle Name' (with a keyboard icon highlighted by a red box), 'Last Name', and 'Suffix'.

10. The confirmation screen loads. Click **Back to Degree Application Summary**.



11. Click the **Refresh icon** to confirm any application updates have been received.

Note: Do NOT close your browser or close the page until the refresh icon disappears and you see the status of "Application Received."



### ADDITIONAL HELP

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

For assistance with processes or policies related to Service Indicators, contact the Office of the University Registrar, 352-392-1374 or [registrar.ufl.edu](http://registrar.ufl.edu)