HOW TO APPLY FOR AN ASSOCIATES DEGREE
The following instructions demonstrate how a student applies for an Associates Degree in ONE.UF.

NAVIGATION
Log into one.uf.edu.

APPLY FOR AN ASSOCIATES DEGREE
1. From the left navigation panel, click Academics. Then, click Certificate/Degree Application.

2. Click Start a New Application.
3. From the drop down menu, select **Associate of Arts**.

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

5. Select the **degree**. Then click **Continue**.
6. Enter the **address** where you would like to have your diploma mailed. Then, click Continue.

![Address Field]

7. 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.

![Name Field]

8. The confirmation screen loads. Click **Back to Degree Application Summary**.
9. 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.

For assistance with processes or policies related to Service Indicators, contact the Office of the University Registrar, 352-392-1374 or registrar.ufl.edu.