

HOW TO APPLY FOR A CERTIFICATE

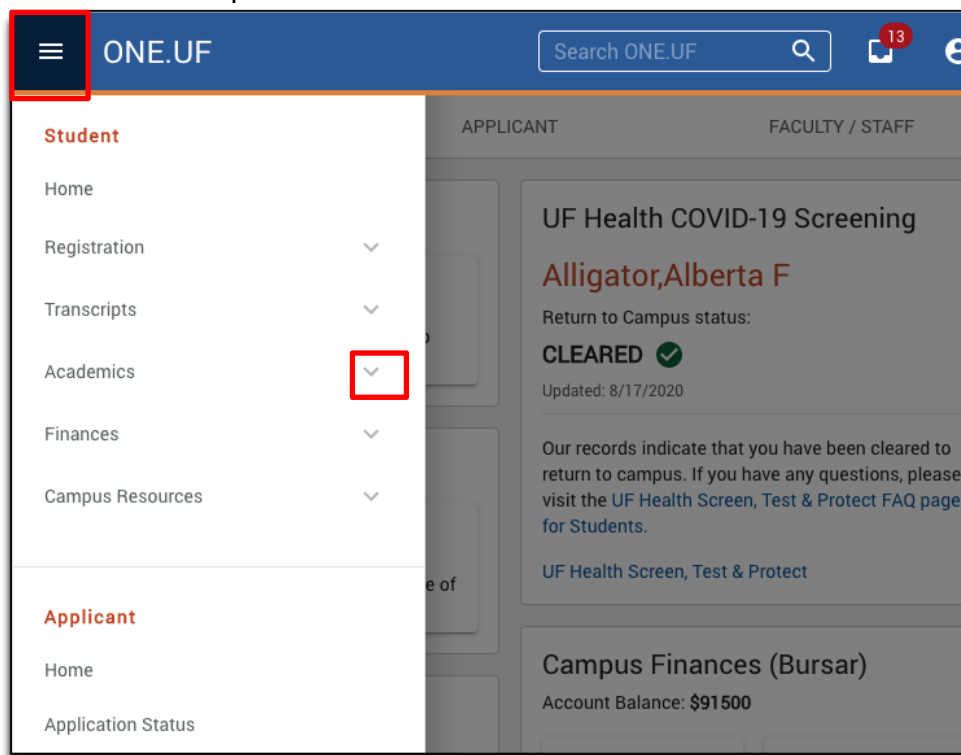
The following instructions demonstrate how a student applies for a certificate in ONE.UF.

NAVIGATION

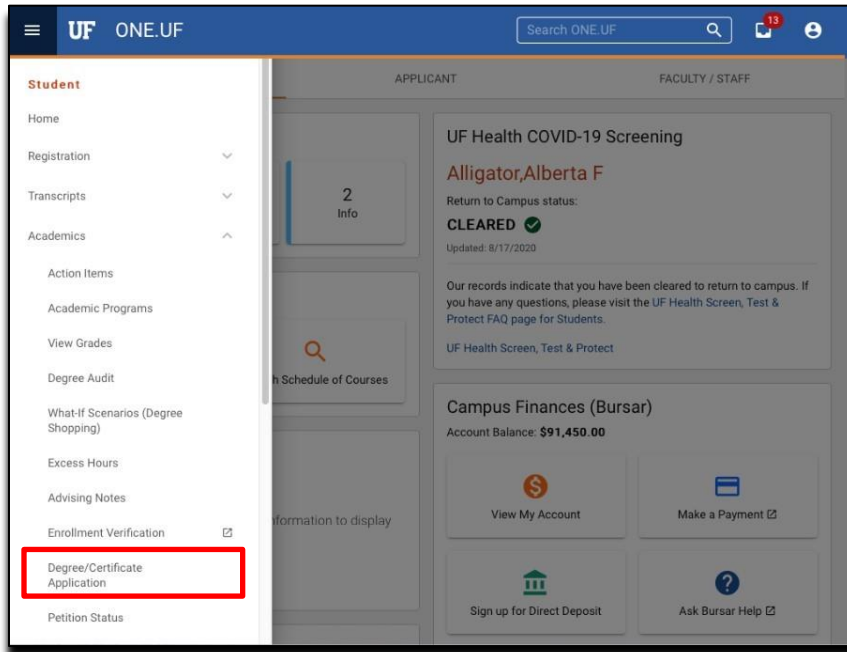
Login to one.uf.edu.

APPLY FOR A CERTIFICATE

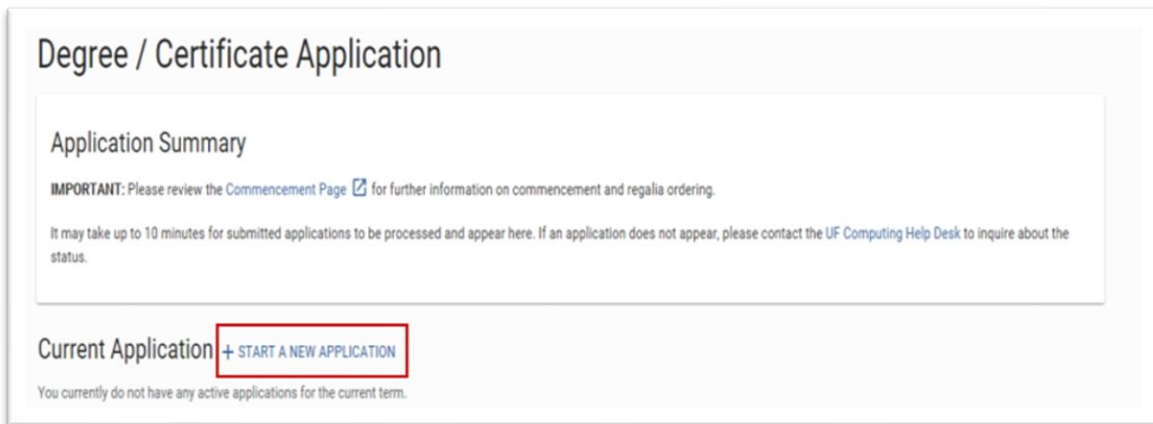
1. From the top left navigation panel, click **Menu icon**
2. **Academics** drop-down arrow.



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



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



5. From the drop-down menu, select **Certificate**.

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?

Contact Registrar

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

Certificate Application

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

Select an application term

CONTINUE CANCEL

7. Select the **Certificate**. You may select multiple certificates. Then click **Continue**.

Certificate Application

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

<input checked="" type="checkbox"/>	Certificates	College
<input checked="" type="checkbox"/>	Liberal Arts and Sciences Undergraduate Certificate	CLAS-Interdisciplinary Studies
<input checked="" type="checkbox"/>	Public Affairs	CLAS-Interdisciplinary Studies

CONTINUE BACK CANCEL

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

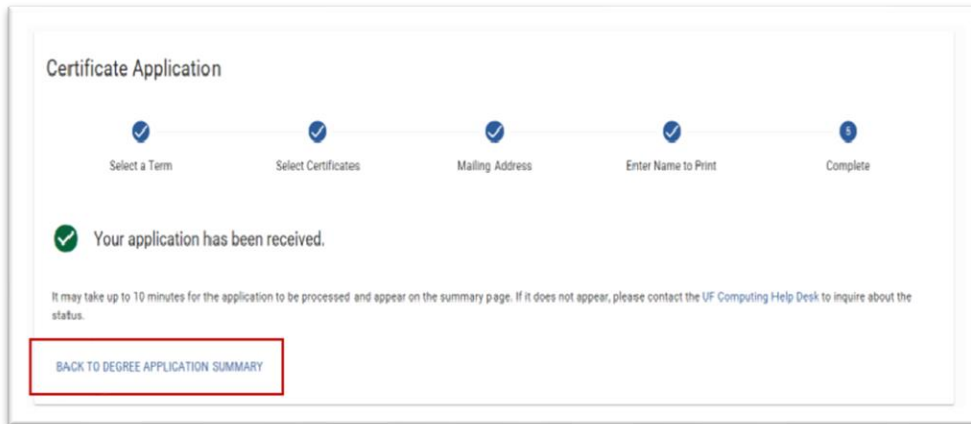
The screenshot shows a web interface for a 'Certificate Application'. At the top, there is a progress bar with five steps: 'Select a Term', 'Select Certificates', 'Mailing Address', 'Enter Name to Print', and 'Complete'. The 'Mailing Address' step is currently active and highlighted with a red box. Below the progress bar, there are 'Instructions' for entering the mailing address, including a note about international addresses and a warning to clear holds on the record. The form fields for 'Country *', 'Address Line 1 *', 'Address Line 2', and 'Address Line 3' are visible and also highlighted with a red box.

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

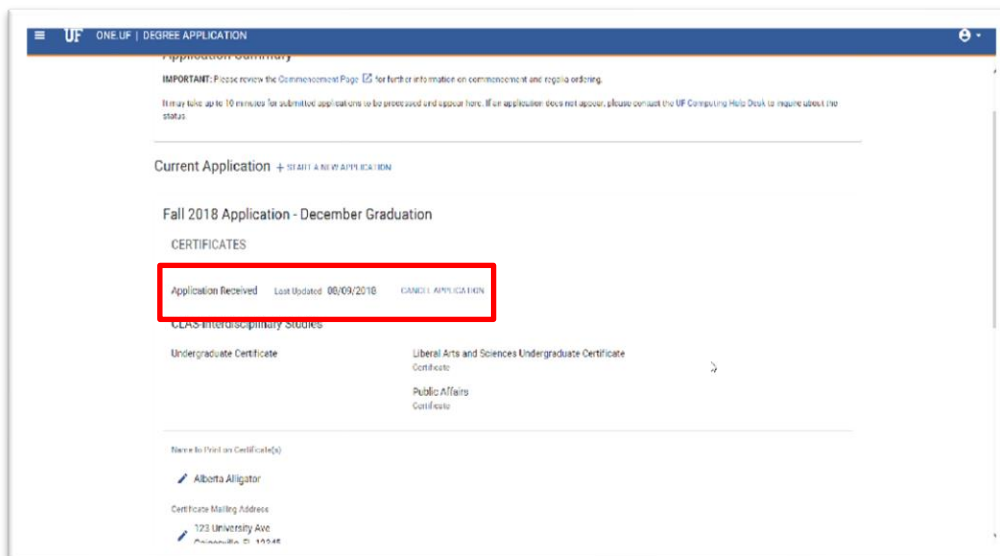
Note: To add a special character, click the keyboard icon.

The screenshot shows the 'Certificate Application' form at the 'Enter Name to Print' step, which is highlighted with a red box. The progress bar at the top shows this step as the current active step. Below the progress bar, there are 'Instructions' for entering the name, including a note about capitalization and a warning about special characters. The form fields for 'First Name' (with 'Alberta' entered) and 'Middle Name' are visible and also highlighted with a red box. A keyboard icon is present next to the 'Middle Name' field.

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.

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