

HOW TO APPLY FOR A DEGREE

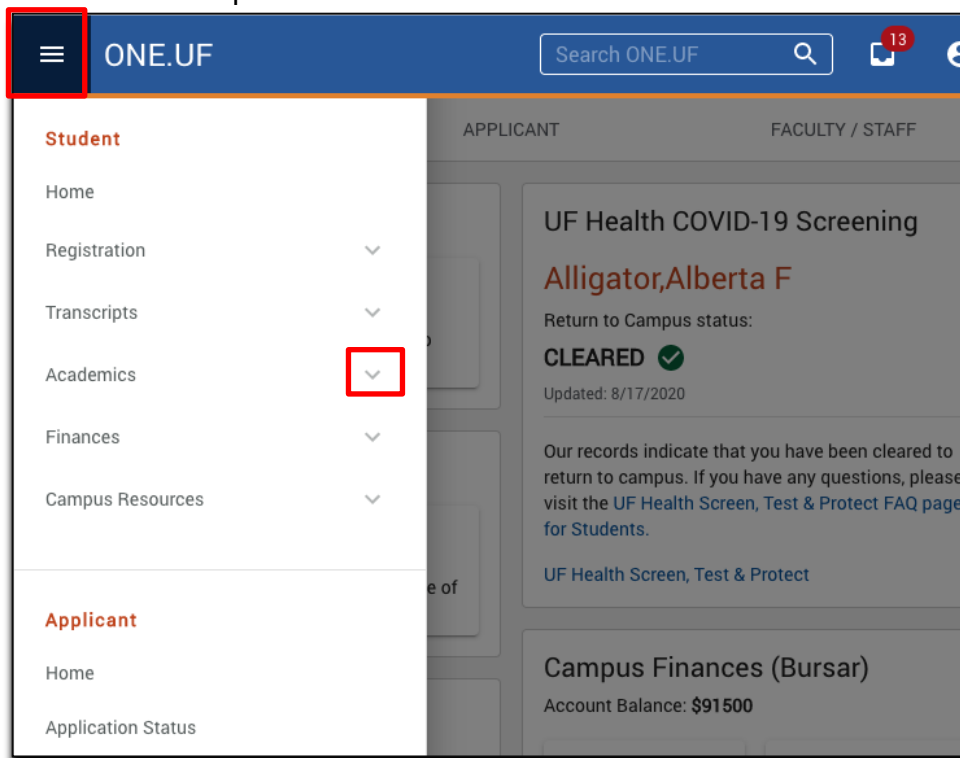
The following instructions demonstrate how a student applies for a degree and commencement ceremony in ONE.UF.

NAVIGATION

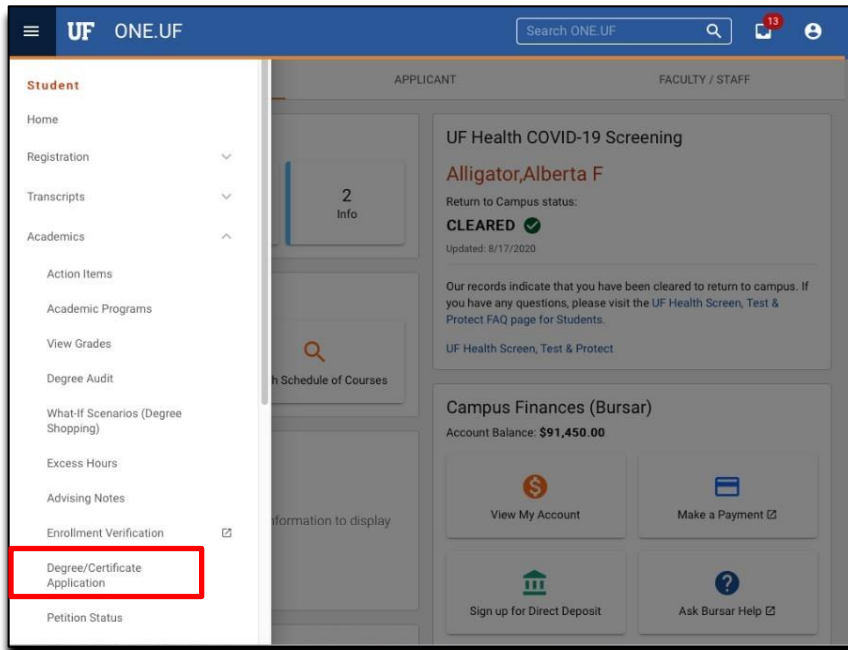
1. Go to the web address one.uf.edu
2. Click **LOG IN**
3. Click **Log in with GatorLink**
4. Enter **GatorLink Username and Password**
5. Click the **LOG IN** button

APPLY FOR A DEGREE

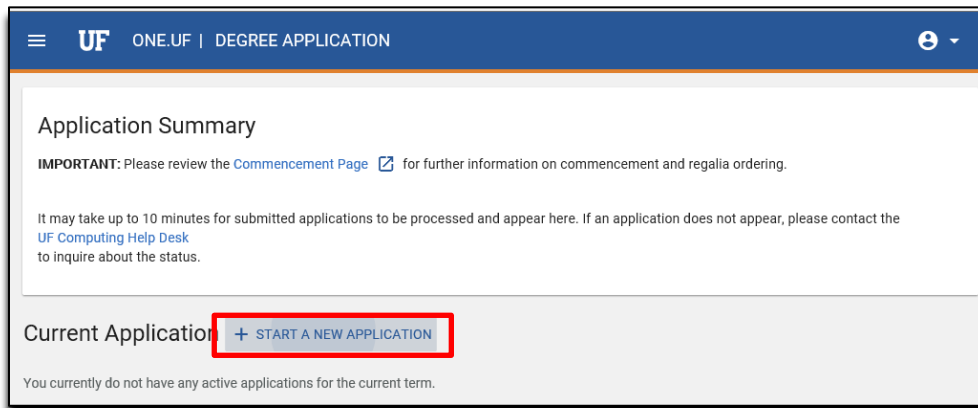
1. From the top left navigation panel, click **Menu Icon**
2. **Academics** drop-down arrow.



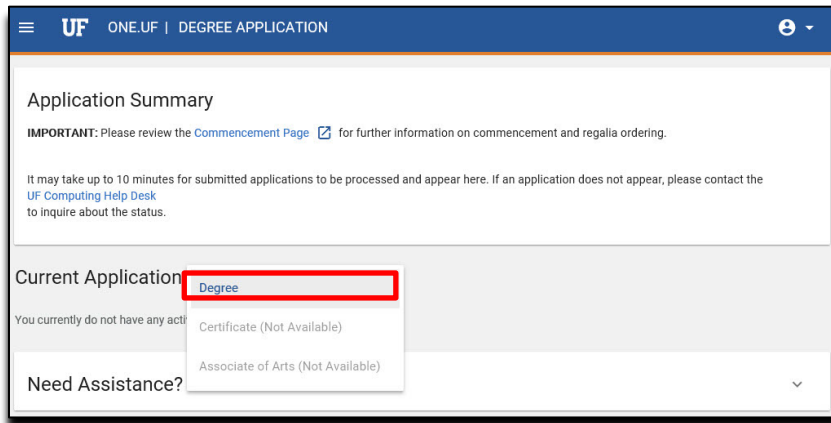
3. Next, click **Degree/Certificate/Application**



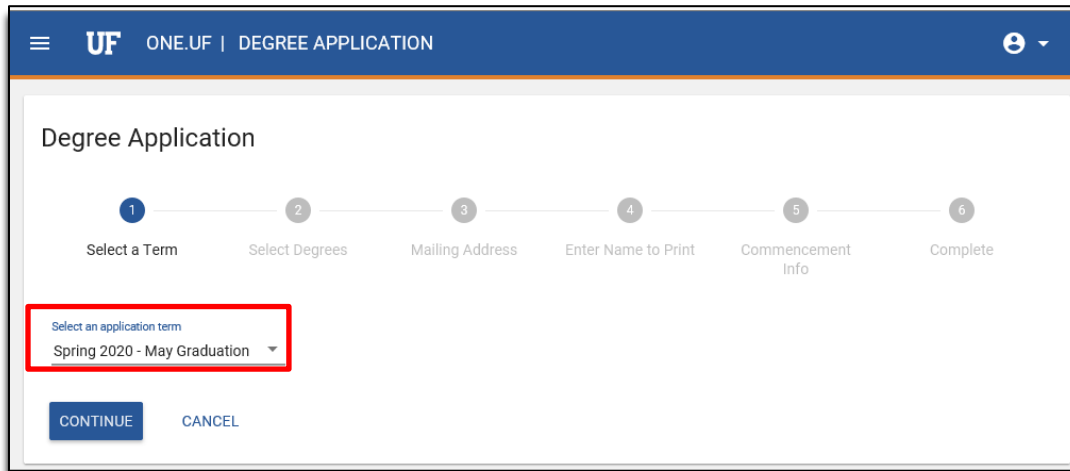
4. Click Start a **New Application**.



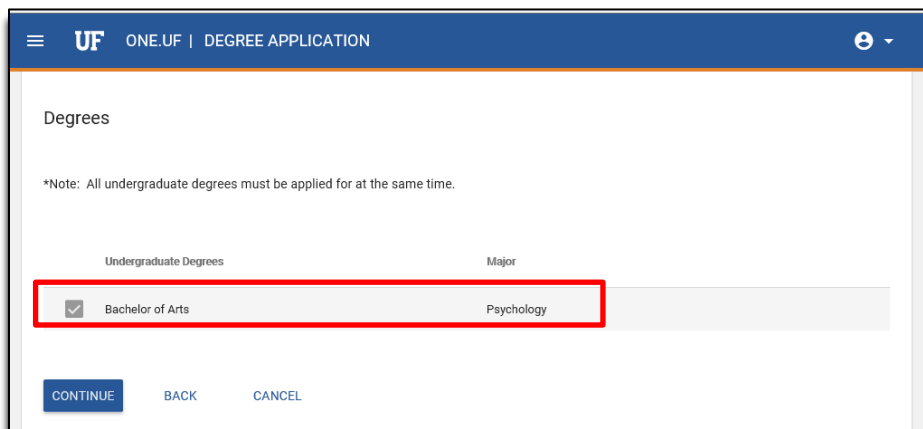
5. From the drop-down menu, select **Degree**.



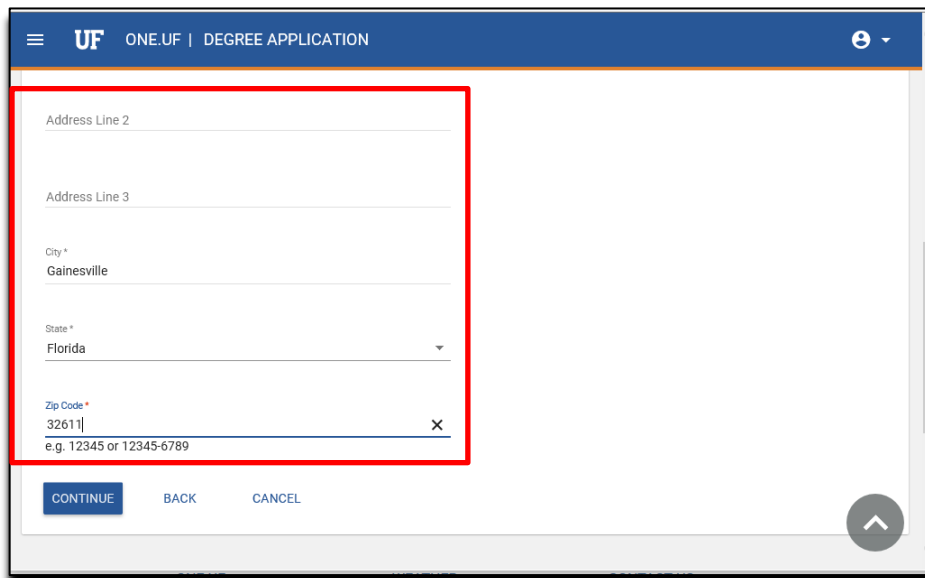
6. Select the **term**. Then, click **Continue**.



7. Next, verify the **Degree and Major** are correct. Click **Continue**.



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



The screenshot shows a web form titled "ONE.UF | DEGREE APPLICATION". The form contains several input fields for an address: "Address Line 2", "Address Line 3", "City *" (with "Gainesville" entered), "State *" (with "Florida" selected in a dropdown), and "Zip Code *" (with "32611" entered). A red rectangular box highlights the "Address Line 2", "Address Line 3", "City *", "State *", and "Zip Code *" fields. Below the form are three buttons: "CONTINUE", "BACK", and "CANCEL". A circular arrow icon is visible in the bottom right corner of the form area.

9. Next, you will 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**.

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 (352) 392-1374.

At least one name field must have a valid entry.

First Name
Albert

Middle Name

Last Name
Alligator

Suffix

Special Characters

Click on the special character that you wish to insert at the current cursor position.

· - . Á À Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï
Ñ Ò Ó Ô Õ Ö Ø Ù Ú Û Ü Ý Þ à á â ã ä å
æ ç è é ê ë ì í î ï ð ó ô õ ö ÷ ø ù
ú û ü ý ÿ

10. Next, you will **consent** to allow your name to be published in commencement. Then, check that you understand that you must complete the **mandatory graduation survey**. Click **Continue**.

I consent to allow my name to be published in commencement

Yes
 No

I understand that I must complete the mandatory graduation survey when I graduate at the end of the term. I will be unable to get a transcript or proof of graduation until the survey has been completed.

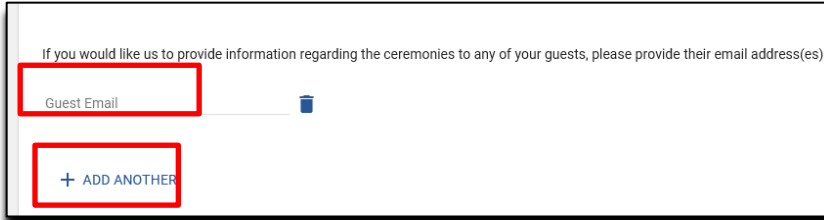
CONTINUE BACK CANCEL

11. Now answer the questions about attending the **Commencement and/or Recognition Ceremony(ies)**.

12. If you selected yes, a **guest count** will need to be entered.

13. You now have the option to provide the **phonetic spelling** of your name.

14. Enter **guest email** address if you would like UF to send information regarding the ceremonies. To add more than one, click the **+ Add Another**.

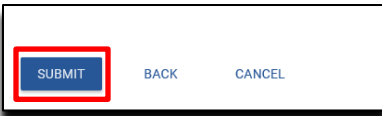


If you would like us to provide information regarding the ceremonies to any of your guests, please provide their email address(es):

Guest Email

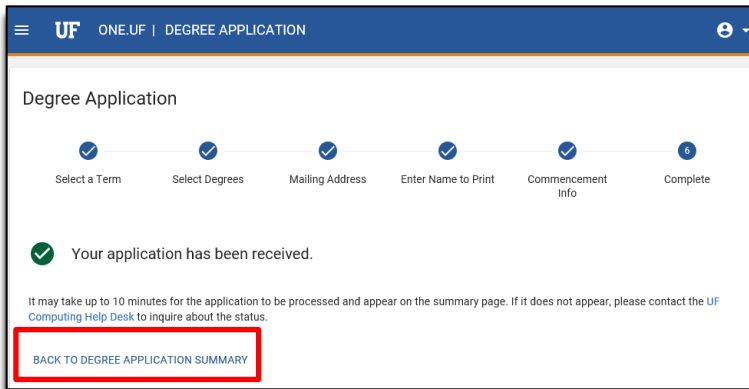
[+ ADD ANOTHER](#)

15. Select **Submit**.



[SUBMIT](#) [BACK](#) [CANCEL](#)

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



ONE.UF | DEGREE APPLICATION

Degree Application

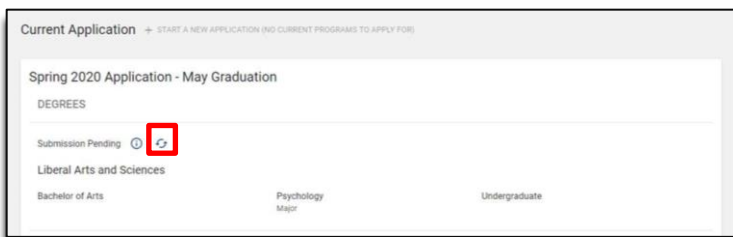
Select a Term Select Degrees Mailing Address Enter Name to Print Commencement Info Complete

✓ Your application has been received.

It may take up to 10 minutes for the application to be processed and appear on the summary page. If it does not appear, please contact the [UF Computing Help Desk](#) to inquire about the status.

[BACK TO DEGREE APPLICATION SUMMARY](#)

17. **NOTE:** You might experience a delay in your submission and see a **refresh** option. Click on the refresh button until the status changes from Submission Pending to **Application Received**.



Current Application [+ START A NEW APPLICATION \(NO CURRENT PROGRAMS TO APPLY FOR\)](#)

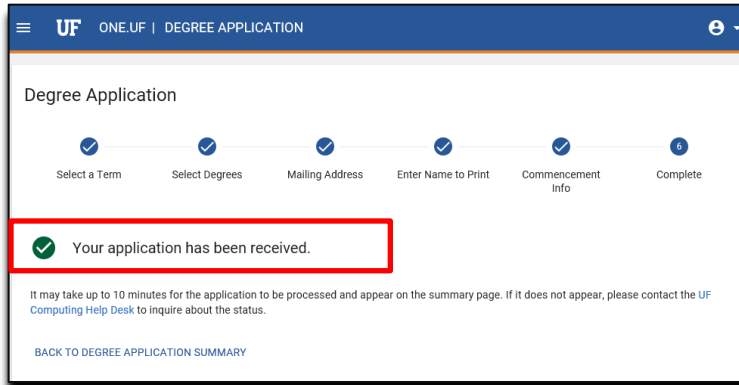
Spring 2020 Application - May Graduation

DEGREES

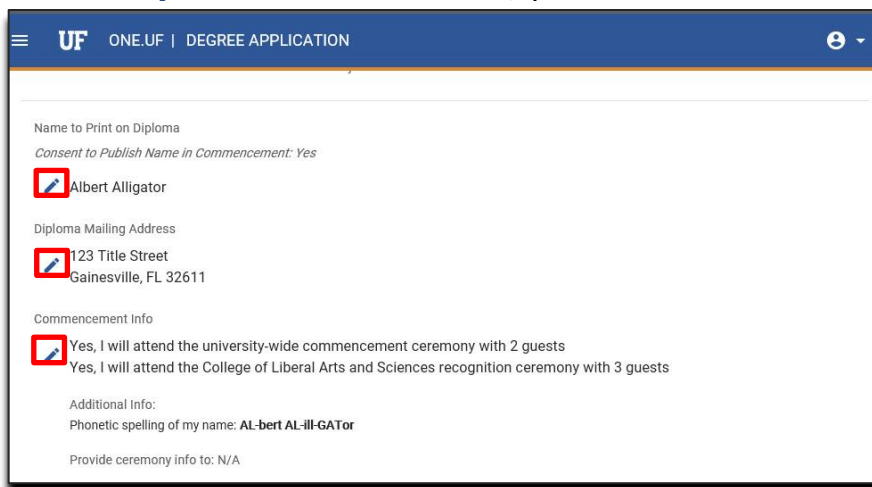
Submission Pending [🔄](#)

Liberal Arts and Sciences

Bachelor of Arts Psychology Undergraduate



18.Note: If a **pencil icon** is available, you can edit the information.



ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar
(352) 392-1374
<https://commencement.ufl.edu/>