HOW TO APPLY FOR A DEGREE
The following instructions demonstrate how a student applies for a degree and commencement ceremony in ONE.UF.

NAVIGATION
Log into one.uf.edu

APPLY FOR A DEGREE
1. From the top left navigation panel, click **Academics** drop-down arrow.

2. Next, click **Degree/Certificate Application**.
3. Click Start a New Application.

4. From the drop-down menu, select Degree.

5. Select the term. Then, click Continue.

6. Next, verify the Degree and Major are correct. Click Continue.
7. Enter the **address** where you would like to have your diploma mailed. Then click **Continue**.
8. 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.

9. 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.
10. Now answer the questions about attending the **Commencement and/or Recognition Ceremony(ies)**.

## University-Wide Ceremony

Do you intend to participate in the university-wide commencement ceremony at Ben Hill Griffin Stadium? *

- Yes
- No

How many guests do you plan to invite? *

Guest Count *

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

12. You now have the option to provide the **phonetic spelling** of your name.
13. Enter **guest email** address if you would like UF to send information regarding the ceremonies. To add more than one, click the **+ Add Another**.

14. Select **Submit**.

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

16. **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**.
17. Note: If a **pencil icon** is available, you can edit the information.

<table>
<thead>
<tr>
<th>Name to Print on Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent to Publish Name in Commencement: Yes</td>
</tr>
<tr>
<td>Albert Alligator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Title Street</td>
</tr>
<tr>
<td>Gainesville, FL 32611</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commencement Info</th>
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</thead>
<tbody>
<tr>
<td>Yes, I will attend the university-wide commencement ceremony with 2 guests</td>
</tr>
<tr>
<td>Yes, I will attend the College of Liberal Arts and Sciences recognition ceremony with 3 guests</td>
</tr>
</tbody>
</table>

**ASSISTANCE**

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

**Policies and Directives**
The Office of the University Registrar
(352) 392-1374
https://commencement.ufl.edu/