HOW TO APPLY FOR A DEGREE

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

NAVIGATION

Log into one.uf.edu.

APPLY FOR A 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 **Degree**.

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.

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.

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.”

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**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