

HOW TO APPLY FOR AN ASSOCIATES DEGREE

The following instructions demonstrate how a student applies for an Associate's Degree in ONE.UF.

NAVIGATION

Log into one.uf.edu.

APPLY FOR AN ASSOCIATE'S DEGREE

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





3. Next, click Degree/Certificate/Application

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Student	API	PLICANT	FACULTY / STAFF
Home		UF Health COVID-19 Sci	reening
Registration	× 1	Alligator Alberta F	
Transcripts	~ 2	Return to Campus status:	
Academics	~	CLEARED S Updated: 8/17/2020	
Action Items		Our records indicate that you have I	been cleared to return to campus. If
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View Grades	Q	UF Health Screen, Test & Protect	
Degree Audit	h Schedule of Courses		
What-If Scenarios (Degree Shopping)		Campus Finances (Burs Account Balance: \$91,450.00	sar)
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Advising Notes		View My Account	Make a Payment P
Enrollment Verification	Iformation to display		
Degree/Certificate Application		â	0
Petition Status		Sign up for Direct Deposit	Ask Bursar Help 🗹

4. Click Start a New Application.

Degree / Certificate Ap	plication
Application Summary IMPORTANT: Please review the Commencement P It may take up to 10 minutes for submitted applications.	age 🗹 for further information on commencement and regalia ordering.
Current Application + START A NEW A ou currently do not have any active applications for th	PPLICATION e current term.



5. From the drop-down menu, select **Associate of Arts.**

Degree / Certi	ficate Applicatior	1
Application Summ IMPORTANT: Please review th It may take up to 10 minutes for status.	ary e Commencement Page 🙆 for further i r submitted applications to be processe	nformation on commencement and regalia ordering. d and appear here. If an application does not appear, please contact the UF Computing Help Desk to inquire about the
Current Application	Degree	
roa cancing to not note any tor	Certificate (Not Available)	
Need Assistance	Associate of Arts	

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

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Select a Term			Enter Name to Print	Complete
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7. Select the **degree**. Then click **Continue**.

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Select a Term	Select Degrees		Enter Name to Print	
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8. Enter the **address** where you would like to have your diploma mailed. Then, click Continue.

Select a Term Select Certificates Mailing Address Enter Name to Pred Complete Instructions Instruction for International addresses To ensure you of options in mailed on this please clear any holds on your record and provide a valid address by commencement weekend. To ensure you of options in mailed on this please clear any holds on your record and provide a valid address by commencement weekend. Monitor your UF email for a notification of when your certificate/diploma has shipped. Diploma receipients will receive purchase of information about their Certified Electronic diploma (Cotigiona). Certificate/Diplomas mailed to US addresses will arrive one to three weeks after they ship.	Select a Term Select Certificates Mailing Address Enter Name to Print Complete	Select a Term Select Centificates Mailing Address Enter Name to Prod. Complete	Select a Term Select Centrificates Maling Address Enter Name to Pierd Complete	Select a Term Select Certificates Mailing Address Encer Name to Prot Complete	Select a Term Select Certificates Maling Address Enter Manne to Pred Completer	0	0	0	0	0
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9. 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.

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Select a Term	Select Certificates	Mailing Address	Enter Name to Print	Complet
Name to Appear on Certifi	cates			
Instructions				
Enter your name exactly as you want Please indicate capital and lower-car Use only hyphen or period punctuatio Use the keyboard icon when typing a If you are unable to represent the spi	to appear on your diploma. te letters. Do NOT use all upper or all ic m. No other punctuation will be accept name to insert allowed special charact icial characters in your name, please co	wer-case letters. ed. ers. ntact the Registrar's office at (252) i	992-1374.	
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Last Name				



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

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Select a Term	Select Certificates	Mailing Address	Enter Name to Print	Complete
Your application ha	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 S	UMMARY			
BAGK TO DEGREE APPEIGATION 5	UMMART			

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."

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IMPORTANT: P	case review the Commencement Page 🗹 for fur	inher information on commencement and regalia ordering.		
It may take up to status	10 minutes for aubmitted applications to be pro-	sessed and appear here. If an application does not appear, please con	suct the UF Computing Holp Desk to inquire about the	
Current App	Dication + State a new application			
Fall 2018	Application - December Grad	uation		
CERTIFIC	TES			
Application	Received Last Updated 08/09/2018	GANGEL APPLICATION		
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/ 123 Ur Gaines	versity Ave ville FL 19345			,

ADDITIONAL HELP

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or <u>helpdesk@ufl.edu</u>.

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