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**

![Image of UF myUFL portal with Degree/Certificate/Application highlighted]

4. Click **Start a New Application**.
5. From the drop-down menu, select **Associate of Arts**.

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

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

![Address Input Field]

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.

![Name Input Field]
10. The confirmation screen loads. Click **Back to Degree Application Summary**.

![Confirmation Screen](image)

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.”

![Refresh Icon](image)

### ADDITIONAL HELP
For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or [helpdesk@ufl.edu](mailto: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](mailto:registrar.ufl.edu)