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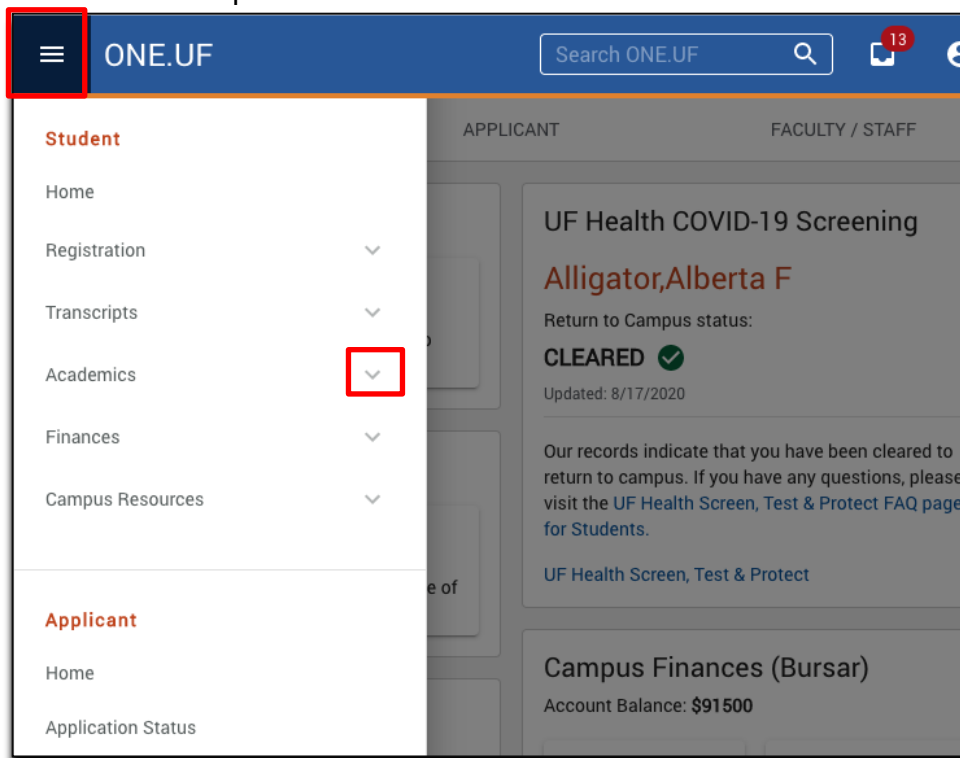
The following instructions demonstrate how a student applies for a degree and commencement ceremony in ONE.UF.

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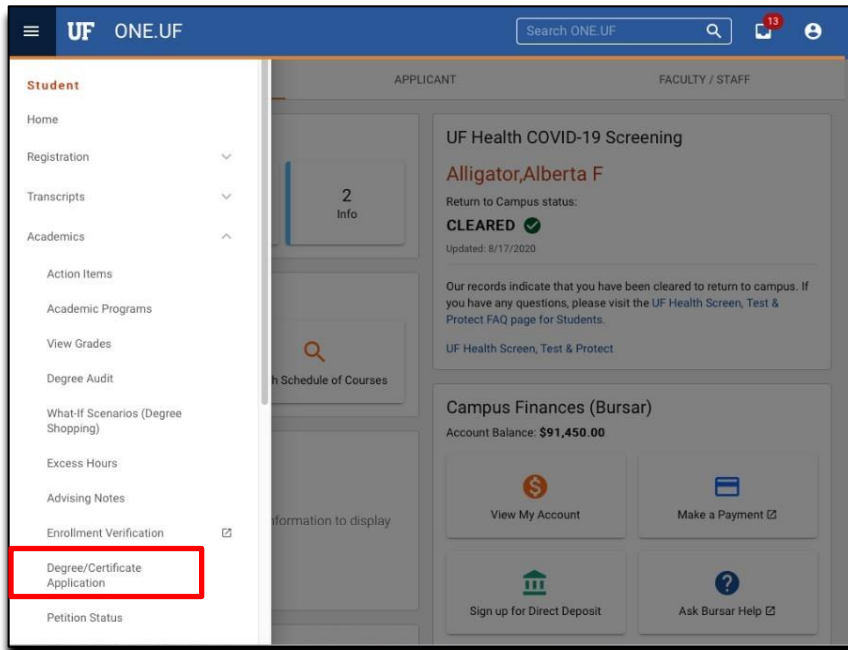
1. Go to the web address **one.uf.edu**
2. Click **LOG IN**
3. Click **Log in with GatorLink**
4. Enter **GatorLink Username and Password**
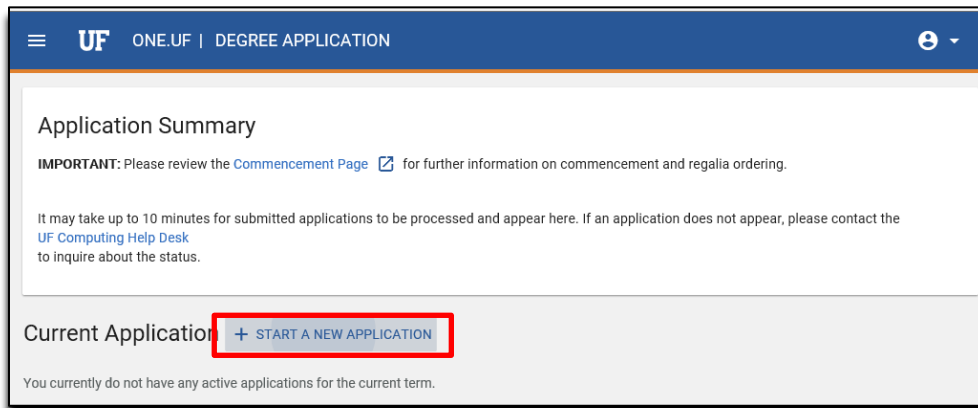5. Click the **LOG IN** button

APPLY FOR A DEGREE

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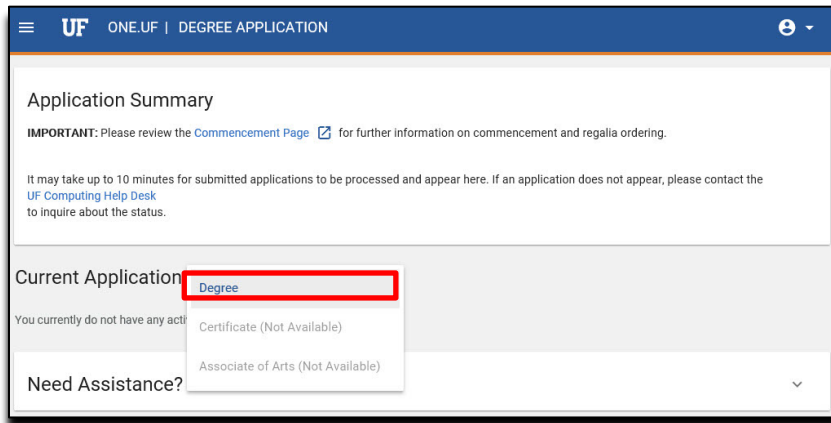2. **Academics** drop-down arrow.

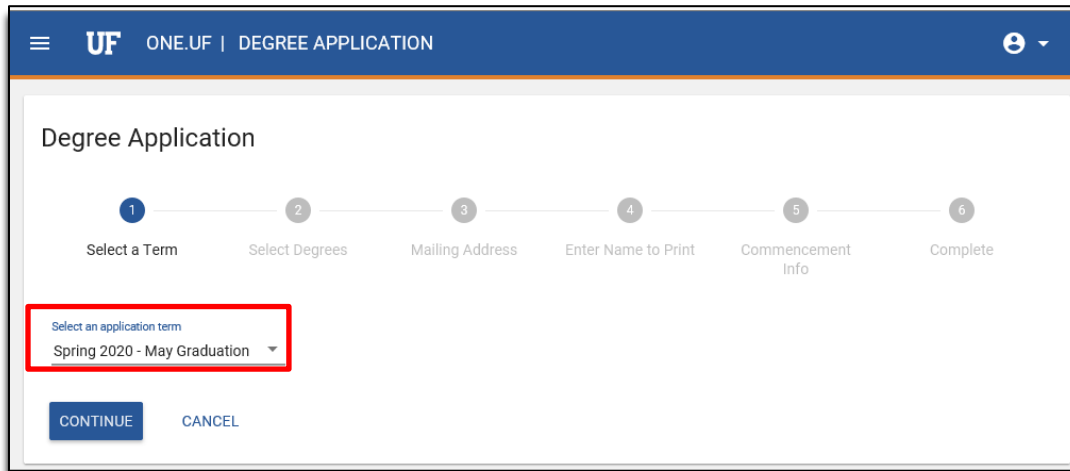3. Next, click **Degree/Certificate/Application**
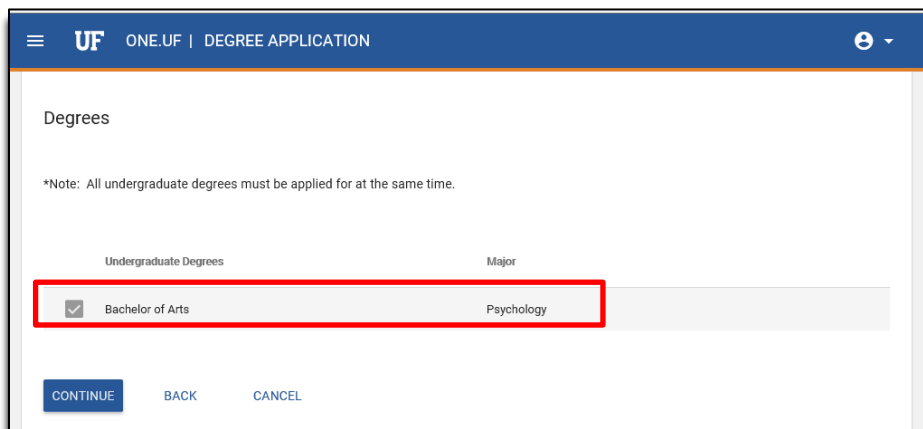

4. Click Start a **New Application**.

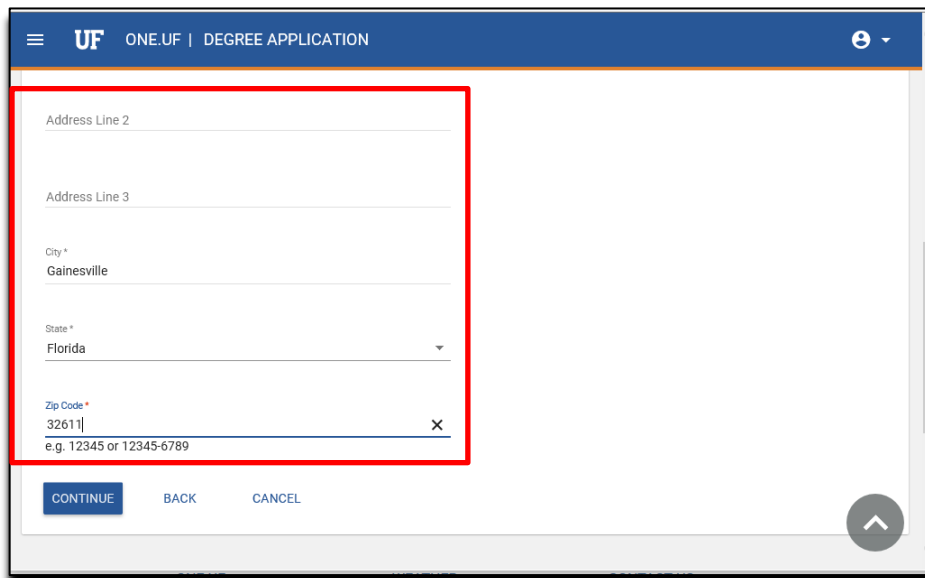5. From the drop-down menu, select **Degree.**

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.**

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**.

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.**
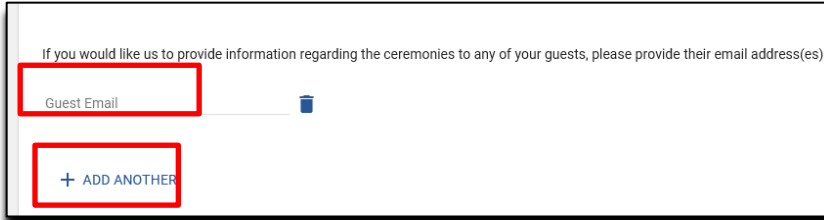

11. Now answer the questions about attending the **Commencement and/or Recognition Ceremony(ies).**

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.**
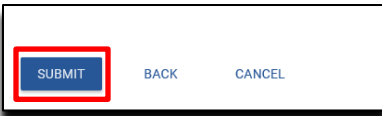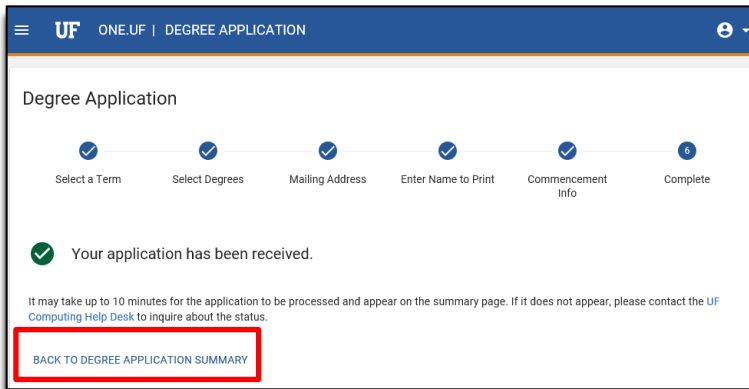

15. Select **Submit.**

16. The confirmation screen loads. Click **Back to Degree Application Summary**.
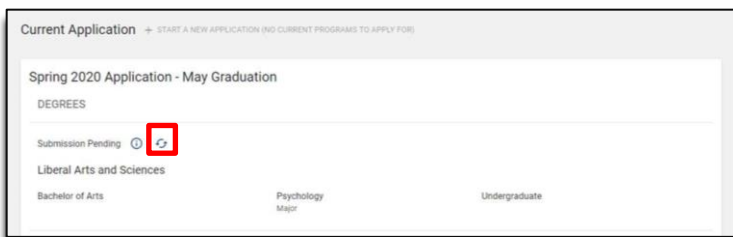
17. **NOTE:** You might experience a delay in your submission and see a **refresh** option. Click on the refresh button until the status changes from Submission Pending to **Application Received**.
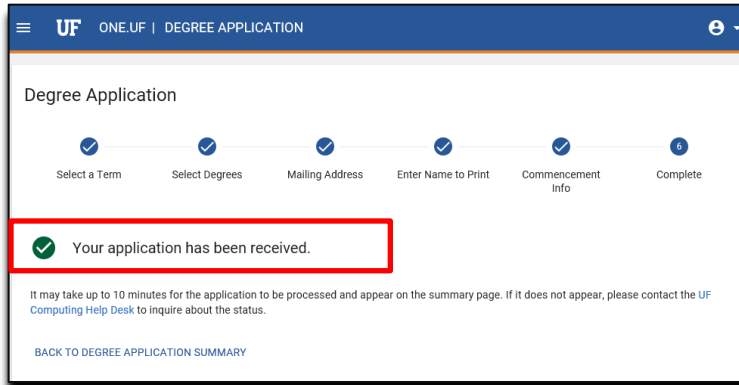
18. Note: If a **pencil icon** is available, you can edit the information.
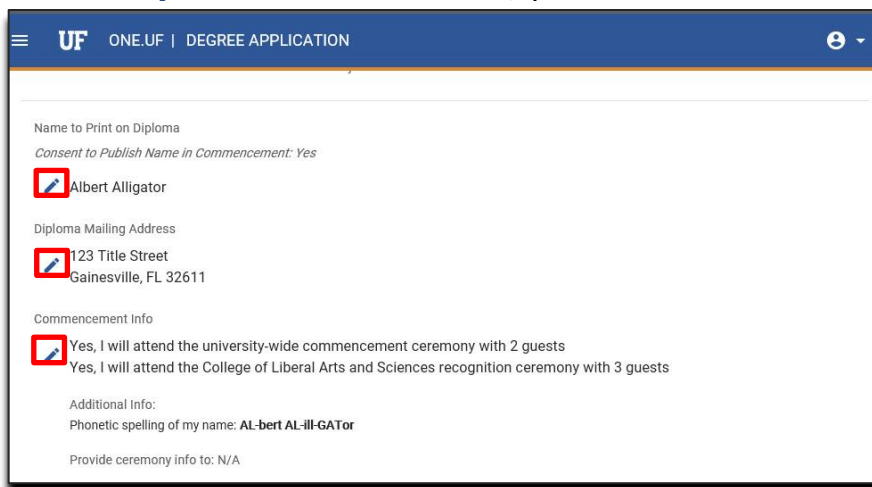
ASSISTANCE

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/