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**

![Image of Degree/Certificate/Application page]

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

![Image of New Application page]

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**.

![](image)

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**.

   ![Guest Email Input](image)

15. Select **Submit**.

   ![Submit Button](image)

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

   ![Confirmation Screen](image)

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**.

   ![Application Received](image)
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/