Graduation Application

Graduate Instructions
Students can visit Student Self Service to apply for their Graduate Degrees. Under the section entitled “My Record,” students should select “Certificate/Degree Application.”
After logging in, students select the appropriate button. Graduates applying for graduation should select “Add degree application.”
The student will select the appropriate term.

The Student then clicks “Next” to proceed to the next screen.
Students select the degree(s) they plan to receive by checking the boxes under the “Apply” column.
Students verify the spelling of their names, as this is how it will appear on their diplomas.

Students then select whether or not they agree to have their names printed in the commencement program.

**Personal Information**

**Degree Application**

**Step 1**  
Select a Term

**Step 2**  
Select degrees

**Step 3**  
Name to appear on diploma

**Name to appear on diploma**

Instructions:
- Enter your name exactly as you want it to appear on your diploma.
- Please indicate capital and lower-case letters. Do NOT use all upper or all lower-case letters.
- Use only hyphen or period punctuation. No other punctuation will be accepted.
- Click here to select available diacritical marks. Copy diacritical marks from the popup and paste into name fields as needed.
- If you are unable to represent the special characters in your name, please contact the Registrar's Office at (352) 392-1374.

**First:**  
Alberts

**Middle:**  
P

**Last:**  
Alligator

**Submit:**

I agree to allow my name to be printed in the commencement program.
- Yes  
- No

I understand that I must complete the mandatory graduation survey. I will be unable to get a transcript or proof of graduation until the survey has been completed.

**Cancel**  
**< Back**  
**Submit Application**

- Click the Submit Application button only once and wait for processing.
- A confirmation page will display.
Students also check they understand they must complete the graduation survey.

Finally, students click “Submit Application” button.
The last page is shown here. Students will see green text below the “Application Summary” to ensure their submission was successful.
Questions?

Please contact the Registrar’s Office!

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Hours: Monday-Friday
8am-5pm

Phone: 352-392-1374