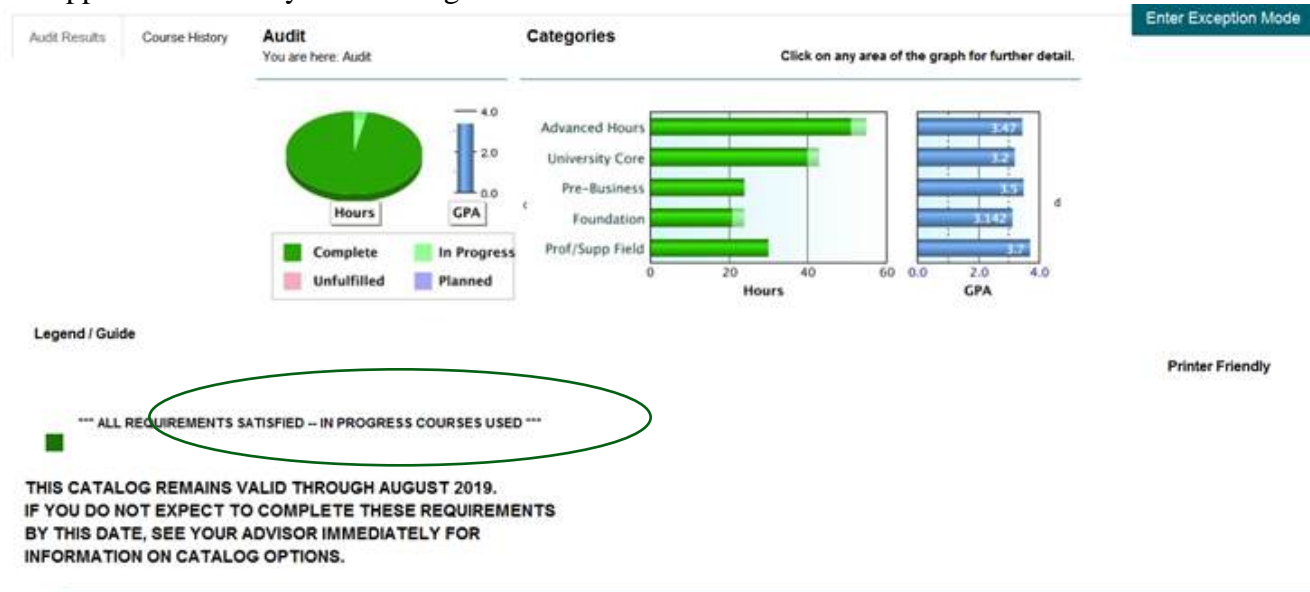# Applying for Graduation Online

Graduation applications are now accepted online, through MyUNT. For more information, see registrar.unt.edu/graduation-and-diplomas/information-for-graduates.

When to Apply

Read through these **self-check steps** to ensure you are ready to apply for graduation:

- **Login to myUNT** and verify that your academic program/plan information accurately reflect your major(s) / minor(s) / or certification programs.
- **Check your online degree audit** at *mydegreeaudit.unt.edu*
  - Are you in good academic standing with UNT (minimum 2.0 cumulative GPA)? Or will you be by the end of the semester?
  - **For undergraduate students**: If your audit states "All requirements satisfied—in progress courses used" (see picture below), then you are eligible to apply for graduation. If it does not state "all requirements satisfied", and you believe you are in all remaining requirements to graduate, make an appointment with your advising office.

- See your college advising office before applying for graduation if:
  - You have transfer work that is not yet included in your UNT student record.
  - You are enrolled in or plan to enroll in classes at another institution to meet your degree requirements.
  - You believe you are eligible to apply for graduation but do not see the option available to you in your myUNT portal.

How to Apply

1. **Login to MyUNT.** *my.unt.edu*
2. **Navigate to the graduation application.**
   a. Navigate to the Student Center.
   b. Under Academics, select **My Academics**.
   c. Click **Apply for Graduation**. The "Apply for Graduation" link may be visible even if you are not eligible for graduation. Please see your academic advising office for more information about your eligibility. If you do not have access to the link, please contact your academic advising office.
3. **Confirm your degree information.**
   a. Your degree, major, minors, and certificates should be listed. If they do not reflect those for which you are applying, contact your academic advising office. *advising.unt.edu/about-advising/who-my-advisor#UNT_Advising*
   b. Click **Apply for Graduation** on the degree for which you are applying. If you are applying for additional degrees or majors, you may return to this step after you complete step 6.

4. **Select your graduation term.**
   a. Select the appropriate term from the dropdown menu. Only terms for which we are accepting applications will be displayed.


   b. Click **Continue**.

5. **Designate a diploma name and mailing address.**

Program: Arts and Science

University of North Texas | Undergraduate

Degree: Bachelor of Arts   Status: Application Successful
     Major: English   Expected Graduation Term: 2015 Fall
         Concentration: Writing and Rhetoric
Degree: Minor
     Minor: Sociology

Student Information

Please ensure that the name (as it should appear on the diploma) and mailing address
are correct before submitting application.
Graduation Name

   Adams,Andrew Michael
Mailing Address for Diploma

a. Select **Diploma Name** to enter your name as you would like it to appear on your diploma and in the commencement program. You can change your first and middle name, but your last name must remain your legal name. Please double check for typos – your name will be printed exactly as displayed. If you need to change your legal name (primary name), please follow the instructions located at http://registrar.unt.edu/transcripts-and-records/update-your-personal-information.
Click `SAVE`.

b. Select **Mailing Address for Diploma** to verify/update your address. Remember, your "mailing" address (**not** current or permanent), is the address that will be used to communicate important graduation/commencement updates (pre-graduation), as well as to send your diploma (6-8 weeks after graduation)*. Click `SAVE`.

c. Click `CONTINUE`.

d. If you need your diploma mailed to a different address, then please update your "mailing" address (**not** current or permanent) in myUNT during the last week of the semester so that we have the updated information in time for the diploma order to be placed.

6. **Submit your application.**

a. Verify that your degree and term are correct. If changes to degree or term are required, click **Select Different Program** or **Select Different Term** to return to the previous step. Click
`SUBMIT APPLICATION`.

Apply for Graduation

Verify Graduation Data

Program: Arts and Science

University of North Texas | Undergraduate

Degree: Bachelor of Science Chemistry
     Major: Chemistry

Expected Graduation Term   2015 Spring

`SELECT DIFFERENT PROGRAM`   `SUBMIT APPLICATION`

`SELECT DIFFERENT TERM`

b. You have now successfully applied for graduation!

7. **Check your UNT email often for updates as your application is reviewed and processed.**

8. **Check the status of your application in MyUNT.**
    a. Login to MyUNT.
    b. Navigate to the Student Center.
    c. Under Academics, select **My Academics**.

Program: Arts and Science
University of North Texas | Undergraduate
Degree: Bachelor of Science Chemistry   Status: Application Successful
Major: Chemistry   Expected Graduation Term: 2015 Spring

Student Information

Please ensure that the name (as it should appear on the diploma) and mailing address are correct before submitting application.
Graduation Name

Mailing Address for Diploma

   d. Your application status is displayed for each degree/major/minor/undergraduate academic certificate.

Status
You are eligible to apply for graduation.
Your application for graduation was successful.
Your application is in review.
Information required. Contact your advising office.
Your application for graduation is withdrawn.
Your application for graduation is processed.
Not graduated. Please contact your advising office.
Degree has been awarded.

   e. You may return to this page and update your name or mailing address for your diploma*.

* Changes to your graduation name are subject to go unpublished, as documents are printed at various times throughout the semester. Each document will use the name that was available at the time it is printed. You may update your graduation name and mailing address until the last week of the semester.