

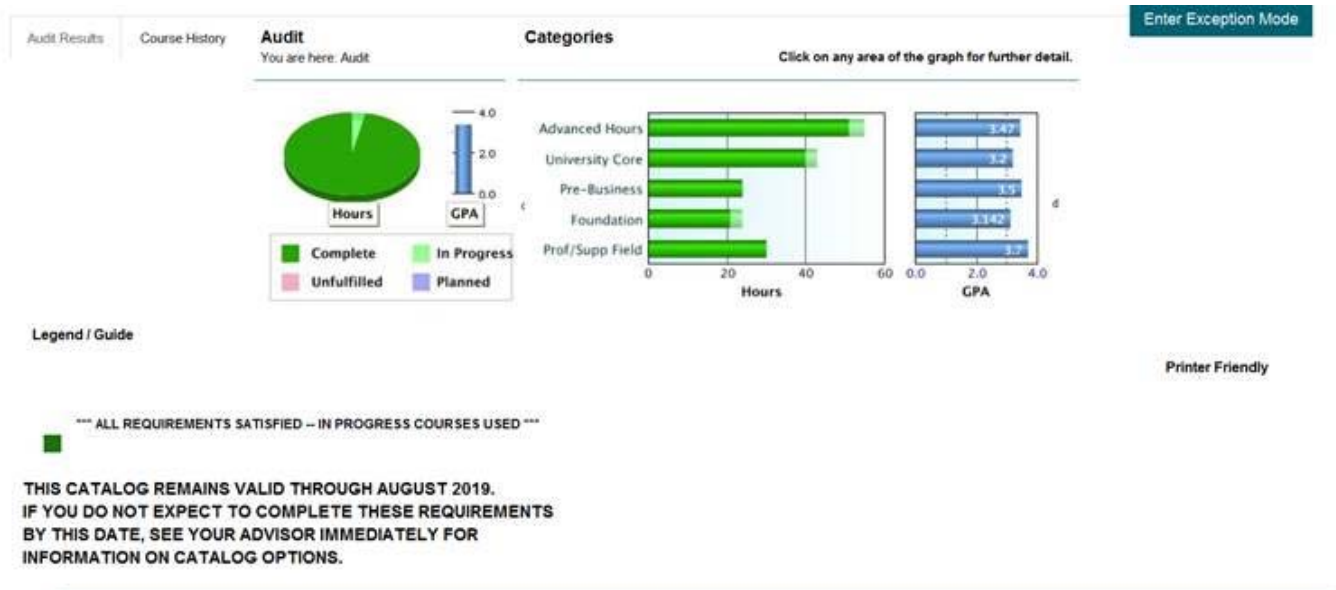
# Applying for Graduation Online

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

### Apply for Graduation

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#### Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: Arts and Science	
University of North Texas   Undergraduate	
Degree: Bachelor of Science Chemistry Major: Chemistry	<a href="#">Apply for Graduation</a>

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.

### Apply for Graduation

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#### Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

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

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[SELECT DIFFERENT PROGRAM](#) [CONTINUE](#)




- b. Click **Continue**.

5. Designate a diploma name and mailing address.


Program: Arts and Science	
University of North Texas   Undergraduate	
Degree: Bachelor of Arts Major: English Concentration: Writing and Rhetoric	Status: Application Successful Expected Graduation Term: 2015 Fall
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. <a href="#">Diploma Name</a>
<a href="#">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. Please double check for typos – your name will be printed exactly as displayed. Click .
- Select **Mailing Address for Diploma** to verify/update your address. Remember, this 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 .
- Click .
- If you need your diploma mailed to a different address, then please update your mailing address 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.


- 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 .

[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

<a href="#">SELECT DIFFERENT PROGRAM</a>	
<a href="#">SELECT DIFFERENT TERM</a>	

- 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**.

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

<b>Student Information</b>
Please ensure that the name (as it should appear on the diploma) and mailing address are correct before submitting application.
<u>Graduation Name</u>
<u>Mailing Address for Diploma</u>

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

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

- 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.