

## 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. If you do not have access to the link and you already applied through the "old" TGS online application, you are all set. If you do not have access to the link and think you should, please send an email to [graduation@unt.edu](mailto:graduation@unt.edu) asking us to add an "eligible" row to your plan stack – please be sure to include your full name and student ID# in your correspondence.
3. **Confirm your degree information.**
  - a. Your degree, major, and sub-plan (if applicable) should be listed. If they do not reflect those for which you are applying, you may need to contact Graduate Admissions ([gradadmission@unt.edu](mailto:gradadmission@unt.edu)). You cannot graduate from a program to which you have not been admitted, so if you are completing a Pass Through master's application or a Change of Major request, your application for the new program/change will have to be processed, and you will have to be admitted *before* you can submit a graduation application.
  - b. Click **Apply for Graduation** on the degree for which you are applying. **Please note:** as a graduate student, you will need to contact TGS via [graduation@unt.edu](mailto:graduation@unt.edu) instead of your academic advisor if you have questions during the application process. If you are applying for additional degrees or majors, you may return to this step after you complete step 6.

### Apply for Graduation

#### 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.
  - b. Click **Continue**.

### Apply for Graduation

#### 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

SELECT DIFFERENT PROGRAM




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	

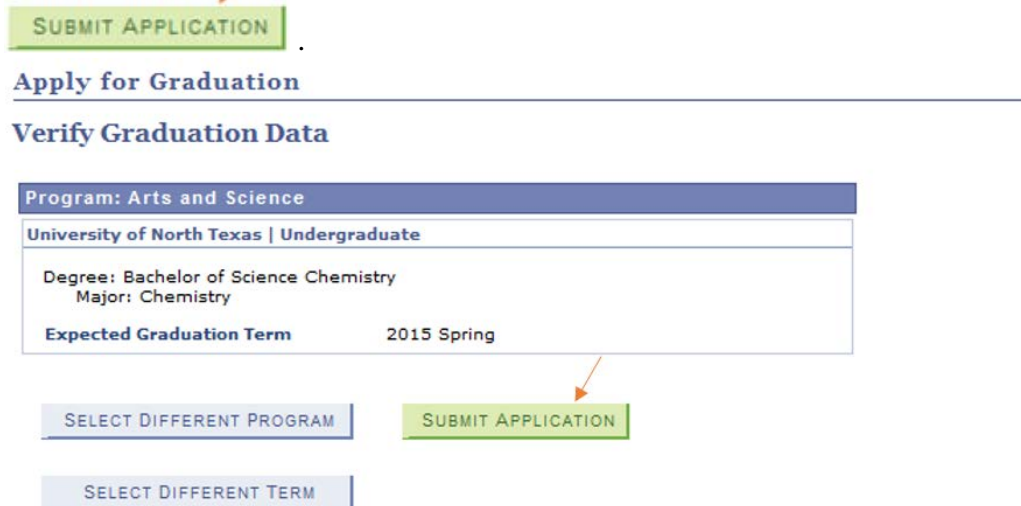
  

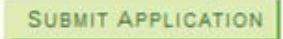
Student Information
Please ensure that the name (as it should appear on the diploma) and mailing address are correct before submitting application. <a href="#">Diploma Name</a>
<a href="#">Mailing Address for Diploma</a>

- Select **Diploma Name** to enter your name as you would like it to appear on your diploma and in the commencement program. You also need to use this same name format for the title page of your thesis/dissertation and all accompanying forms (if applicable) *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





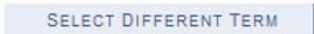


---

**Apply for Graduation**

**Verify Graduation Data**

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

- 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>	
<b>University of North Texas   Undergraduate</b>	
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><a href="#">Graduation Name</a></u>
<u><a href="#">Mailing Address for Diploma</a></u>

- d. Your application status is displayed for each degree/major.

Status
<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 mailing address for your diploma\*.