# 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.
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](image)

**University of North Texas | Undergraduate**

- Degree: Bachelor of Arts
- Major: English
- Concentration: Writing and Rhetoric
- Degree: 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**

Click ![Save](image)

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](http://registrar.unt.edu/transcripts-and-records/update-your-personal-information).

   Click ![Save](image)

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](image)

c. Click ![Continue](image)

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](image)

![Apply for Graduation](image)

**Verify Graduation Data**

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

Click ![Submit Application](image)

Click ![Select Different Program](image)

Click ![Select Different Term](image)

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.

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

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Your application for graduation is withdrawn.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

   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.