

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.

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	Apply for Graduation

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

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	<input type="text" value="2015 Spring"/>

SELECT DIFFERENT PROGRAM	CONTINUE
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- b. Click **Continue**.

5. Designate a diploma name and mailing address.

The screenshot shows a web form for a graduation application. At the top, it displays 'Program: Arts and Science' and 'University of North Texas | Undergraduate'. Below this, there are two columns of text: 'Degree: Bachelor of Arts, Major: English, Concentration: Writing and Rhetoric' and 'Status: Application Successful, Expected Graduation Term: 2015 Fall'. Underneath, it lists 'Degree: Minor, Minor: Sociology'. A section titled 'Student Information' contains a note: 'Please ensure that the name (as it should appear on the diploma) and mailing address are correct before submitting application.' Below the note are two links: 'Graduation Name' and 'Mailing Address for Diploma'. The 'Graduation Name' link is highlighted with a blue underline, and an orange arrow points to it from the right. Below the links, the text 'Adams, Andrew Michael' is visible.

- 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**.

- 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**.

- Click **CONTINUE**.

- 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.

- 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

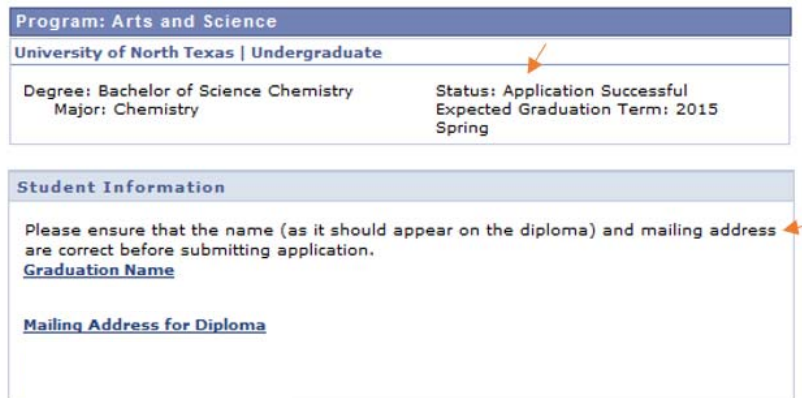
The screenshot shows the 'Verify Graduation Data' section of the graduation application form. It displays 'Program: Arts and Science' and 'University of North Texas | Undergraduate'. Below this, it shows 'Degree: Bachelor of Science Chemistry, Major: Chemistry' and 'Expected Graduation Term: 2015 Spring'. At the bottom of the form, there are three buttons: 'SELECT DIFFERENT PROGRAM', 'SUBMIT APPLICATION', and 'SELECT DIFFERENT TERM'. The 'SUBMIT APPLICATION' button is highlighted with a green background, and an orange arrow points to it from the right.

- 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**.



The screenshot shows a web interface for MyUNT. At the top, there is a blue header with the text "Program: Arts and Science". Below this is a white box with a blue border containing the text "University of North Texas | Undergraduate". An orange arrow points to this text. Below the header, there are two columns of text. The left column contains "Degree: Bachelor of Science Chemistry" and "Major: Chemistry". The right column contains "Status: Application Successful", "Expected Graduation Term: 2015", and "Spring". Below this is another white box with a blue border titled "Student Information". Inside this box, there is a paragraph of text: "Please ensure that the name (as it should appear on the diploma) and mailing address are correct before submitting application." Below this paragraph are two links: "[Graduation Name](#)" and "[Mailing Address for Diploma](#)". An orange arrow points to the right side of this box.

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.