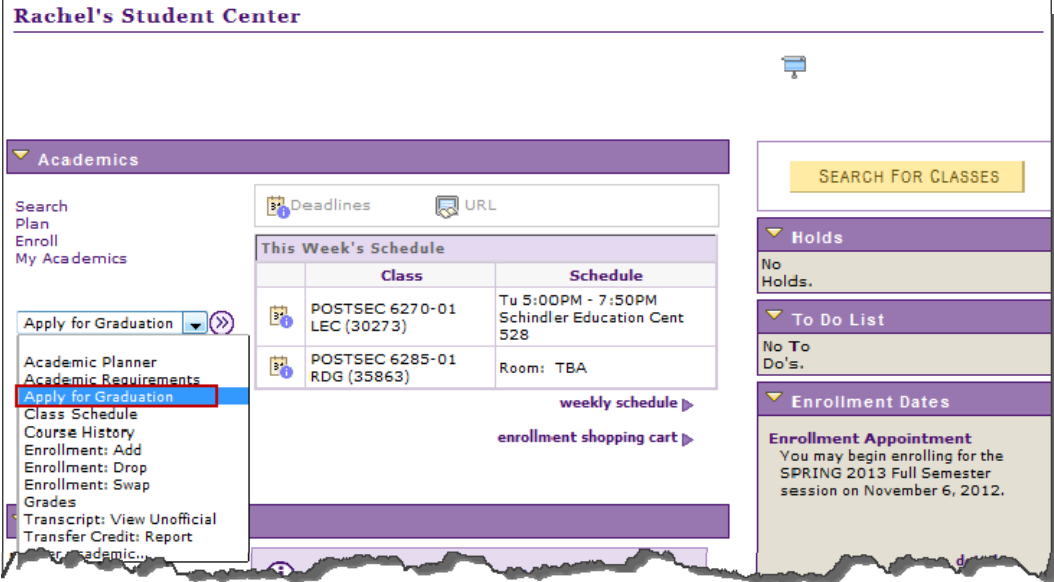# Completing the Graduation Application

**Purpose:** The following instructions describe how a student can access, complete, and submit the application for graduation.

| Step | Action |
|------|--------|
| 1. | Log onto *My Universe*. Click the **Go to my Student Center** link on *My Page*.<br> |
| 2. | In the *Academics* section, select **Apply for Graduation** in the *Other Academics* dropdown list and click the **Go** icon .<br> |

| Step | Action |
|------|--------|
| 3. | The Submit an Application for Graduation page displays your programs. Click the **Apply for Graduation** link next to the active academic program you intend to graduate under. |

## 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: Education-Graduate**

**University of Northern Iowa | Graduate**

Degree: Master of Arts in Education
    Major: Post-Sec Ed: Student Affairs

Apply for Graduation

*Notes:*
- A student may have multiple programs active at one time. (In this example, the student only has one.)
- The **Apply for Graduation** link may not be present for a given student; this would be the case for students who have no currently active programs tied to a degree.
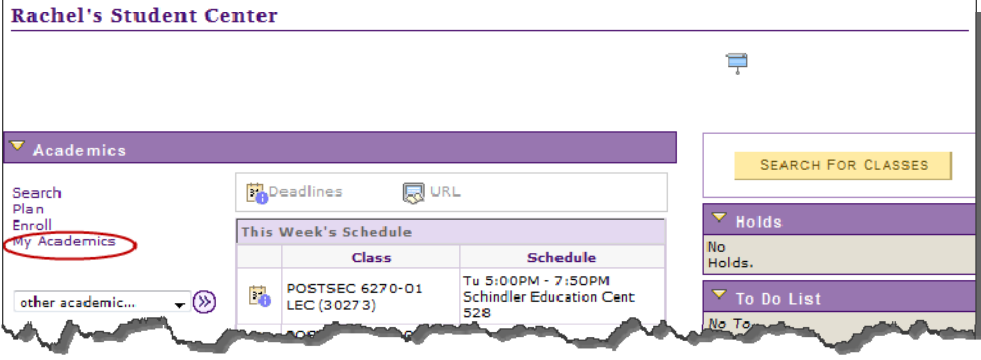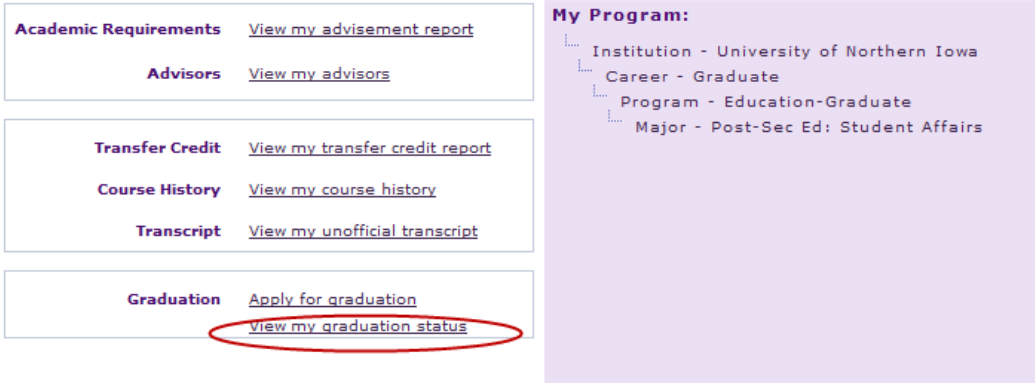
| Step | Action |
|------|--------|
| 4. | Select the **Expected Graduation Term** from the drop-down field.  Click the **Continue** button. <br> *Note:*  The **Select a Different Program** button returns you to the initial page. <br><br> **Apply for Graduation** <br><br> **Select Graduation Term** <br><br> 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. <br><br> 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. <br><br> **Program: Education-Graduate** <br><br> **University of Northern Iowa | Graduate** <br><br> Degree: Master of Arts in Education <br>     Major: Post-Sec Ed: Student Affairs <br><br> **Expected Graduation Term**    SPRING 2013 ▼ <br> **Graduation Instructions** <br><br> The application for graduation is your application to receive a degree.  Select the term you intend to complete the requirements for your degree. <br><br> You will be assessed a non-refundable graduation fee each semester you file a graduation application. <br><br> If you have questions regarding your application for graduation/degree, please contact your Record Analyst (see http://www.uni.edu/registrar/students/current-students/record-analysts) located in the Office of the Registrar, Gilchrist 115. <br><br> ** Please note: Your diploma will be mailed to your permanent home address after grades have been reported by the faculty and eligibility for graduation has been determined. You can check MyUNIverse for the accuracy of your permanent home address or make changes to your permanent home mailing address through your MyUNIverse account by clicking on the "Update My Personal Information" link and selecting the "Home Address" tab. If you wish your diploma to be mailed to a different address, please notify Irene Elbert via e-mail (Irene.Elbert@uni.edu) and include your student UID. <br><br> SELECT DIFFERENT PROGRAM    CONTINUE |

| Step | Action |
|------|--------|
| 5. | Review the **Verify Graduation Data** information page for accuracy and click the **Submit Application** button if everything is correct. <br><br> **Apply for Graduation** <br><br> **Verify Graduation Data** <br><br> **Program: Education-Graduate** <br><br> **University of Northern Iowa | Graduate** <br><br> Degree: Master of Arts in Education <br>    Major: Post-Sec Ed: Student Affairs <br><br> **Expected Graduation Term**      SPRING 2013 <br><br> **Graduation Instructions** <br><br> The application for graduation is your application to receive a degree.  Select the term you intend to complete the requirements for your degree. <br><br> You will be assessed a non-refundable graduation fee each semester you file a graduation application. <br><br> If you have questions regarding your application for graduation/degree, please contact your Record Analyst (see http://www.uni.edu/registrar/students/current-students/record-analysts) located in the Office of the Registrar, Gilchrist 115. <br><br> ** Please note: Your diploma will be mailed to your permanent home address after grades have been reported by the faculty and eligibility for graduation has been determined. You can check MyUNIverse for the accuracy of your permanent home address or make changes to your permanent home mailing address through your MyUNIverse account by clicking on the "Update My Personal Information" link and selecting the "Home Address" tab. If you wish your diploma to be mailed to a different address, please notify Irene Elbert via e-mail (Irene.Elbert@uni.edu) and include your student UID. <br><br> [ SELECT DIFFERENT PROGRAM ]   [ SUBMIT APPLICATION ] <br><br> [ SELECT DIFFERENT TERM ] <br><br> *Note:* You may use the **Select Different Program** and/or **Select Different Term** buttons to make changes to this information. |

| Step | Action |
|------|--------|
| 6. | A confirmation message displays indicating the application for graduation process is complete. <br><br> **Apply for Graduation** <br><br> **Submit Confirmation** <br><br><br> ✔ You have successfully applied for graduation. |

## Viewing graduation status

To view graduation status once you have submitted the application, follow these steps:

| Step | Action |
|------|--------|
| 1. | In Student Center, click the **My Academics** link on the left side.  |
| 2. | Click the **View my Graduation Status** link.  <br><br> *Note:* If the student attempts to apply for graduation but has already submitted an application, only the **View Graduation Status** link is available. The **Apply for Graduation** link will not be available. |
| 3. | Your graduation status displays:  |