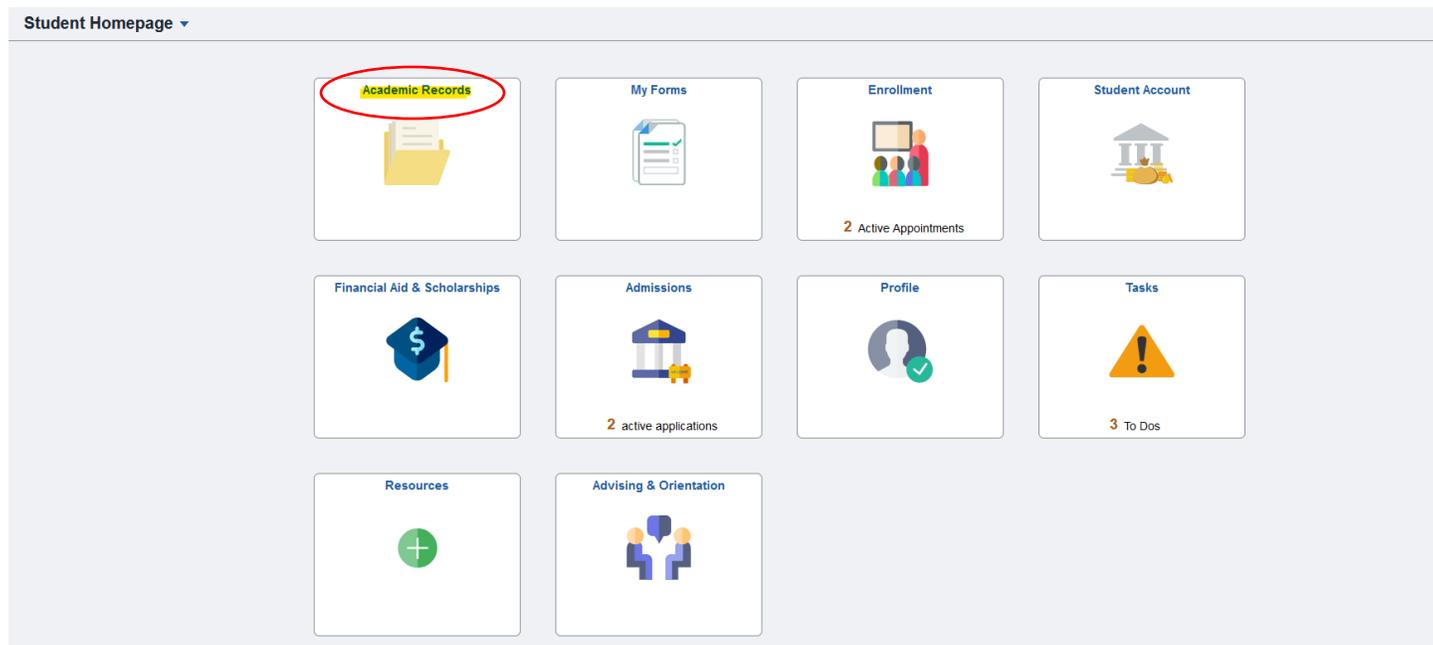


# Applying for Degree Conferral (Graduation)

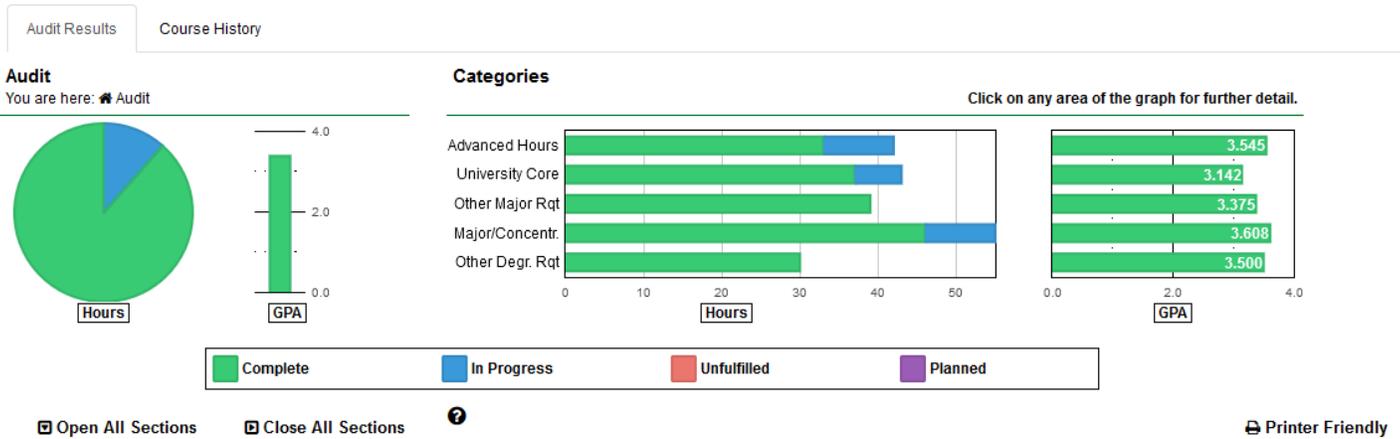
## When to Apply for Conferral

First, read through these self-check steps to ensure you are ready to apply for degree conferral:

- Log in to myUNT. Choose the Academic Records icon. Choose Application for Graduation and verify that your academic program/plan information accurately reflects your major(s)/minor(s)/certificate programs. If it is not accurate, please contact your academic advisor.



- Check your online degree audit at [mydegreeaudit.unt.edu](http://mydegreeaudit.unt.edu).
- **For undergraduate students:** If your audit states “All Requirements Satisfied – In Progress Courses Used” (see picture below), then you are eligible to apply for degree conferral. If it does not state “All Requirements Satisfied – In Progress Courses Used” but you believe you are currently enrolled in remaining requirements to complete your degree, make an appointment with your academic or program advisor.



**\*\*\* ALL REQUIREMENTS SATISFIED -- IN PROGRESS COURSES USED \*\*\***

- >  **THIS CATALOG REMAINS VALID THROUGH AUGUST 2028. IF YOU DO NOT EXPECT TO COMPLETE THESE REQUIREMENTS BY THIS DATE, SEE YOUR ADVISOR IMMEDIATELY FOR INFORMATION ON CATALOG OPTIONS.**
- > --- ADVISING FLAG SET ---
- > \*\*\*\*\* SENIORS: GRADUATION/ADVISING NOTICE \*\*\*\*\*

See your college advising office before applying if:

- You have transfer work that is not yet included in your UNT record.
- You are enrolled in or plan to enroll in classes at another institution to meet your degree requirements. Please note that per the university catalog, students are not eligible to take courses outside of UNT in their graduating semester.
- You believe you are eligible to apply for degree conferral but do not see the option available to you in your myUNT account.

If you believe you meet the above requirements, please ensure you submit your application before the deadline.

The application for degree conferral opens in October for students graduating in Spring and Summer terms and opens in March for students graduating in Fall terms. The deadline for applying typically takes place in February for Spring graduation, June\* for Summer graduation, and September for Fall graduation.

\*Note that students wishing to participate in the May commencement ceremony as a summer graduate should submit their application by the February deadline.

## How to Apply for Conferral

1. Login to myUNT: my.unt.edu
2. Navigate to the Application for Graduation
  - a. On the Student Homepage, select the Academic Records button.
  - b. On the left side navigation, selection "Application for Graduation."

- c. Move the slider to “Yes” to select that you would like to apply.
- d. NOTE: The option may be visible even if you are not eligible for degree conferral. Please see your academic advising office if you do not have access to the link or to review your eligibility for degree conferral.

**My Academic Programs**

Verify that your program information is correct before making a selection and starting your application for graduation. If you have a previously submitted, active application you can also make edits by selecting the program. Contact the Registrar's Office if you have any questions regarding your program information.

▼ Liberal Arts & Social Sciences

University of North Texas | Undergraduate

Degree	Plan	Type
Bachelor of Arts	Major: International Studies	Intl Business & Economics
Minor	Minor: Japanese	

No  Select to Apply

Status You are eligible to apply for graduation.

### 3. Confirm your degree information.

- a. Your degree, major, and minor(s) should be listed. If the information does not match what is expected, please reach out to your academic advising office.

▼ Liberal Arts & Social Sciences

University of North Texas | Undergraduate

Degree	Plan	Type
Minor	Minor: Geology	
Bachelor of Science	Major: Geography	Environmental Studies

Yes  Select to Apply

Status You are eligible to apply for graduation.

- b. Toggle the button to select the application.
- c. Select the appropriate term that you are applying for conferral. **Please note that you should apply for the term in which you will complete all degree requirements. Students participating in the Spring commencement ceremony while finishing coursework in the Summer should apply for summer.**
- d. Select the next button in the top right.

Next >

**1 Graduation Term**  
Visited

**Step 1 of 5: Graduation Term**

Select Graduation Term for University of North Texas | Undergraduate

Liberal Arts & Social Sciences

**Expected Graduation Term | 2024 Summer**

The expected graduation term list includes all terms that are currently available for graduation applications.

**2 Diploma / Degree Name**  
Not Started

**3 Address**  
Not Started

**4 Contact Details**  
Not Started

**5 Submit**  
Not Started

### 4. Confirm your Diploma Name

- a. Confirm that your name is spelled correctly and is exactly as you wish for it to appear on the diploma. If this information is incorrect, please [submit a request](#) to update your chosen/diploma name. Please note that diplomas are required to print with a student's legal last name. Instructions on updating your Primary Name can be found at the link above.

b. Select the next button in the top right.

1 Graduation Term Visited	<b>Step 2 of 5: Diploma / Degree Name</b>  You can provide a Degree name or select one of your existing name types to use for this application.  If you don't add a Degree name or select an existing name, your Primary Name will be used.  <b>Names</b>  <table border="1"> <thead> <tr> <th>Select</th> <th>Name Type</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>Primary</td> <td>Scrappy Eagle</td> </tr> </tbody> </table>	Select	Name Type	Name	<input checked="" type="radio"/>	Primary	Scrappy Eagle
Select		Name Type	Name				
<input checked="" type="radio"/>		Primary	Scrappy Eagle				
2 Diploma / Degree Name Visited							
3 Address Not Started							
4 Contact Details Not Started							
5 Submit Not Started							

5. Confirm the address you would like your diploma mailed to.

- a. Confirm the address that you would like your diploma mailed to. This should be a location that you can receive mail 6-8 weeks after the end of the semester in which you are graduating.
- b. Select the next button in the top right.

		<a href="#">&lt; Previous</a> <a href="#">Next &gt;</a>								
1 Graduation Term Visited	<b>Step 3 of 5: Address</b>  Your home address will be used for all mailing related to this application, including your diploma. If you don't wish to use your home address, select an alternative address from the addresses displayed here or add a new address type to be used for this application.  <b>Addresses</b>  <table border="1"> <thead> <tr> <th>Select</th> <th>Address Type</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>Current/Local</td> <td>1890 Lucky the Squirrel Lane Denton TX 76203 Denton</td> </tr> <tr> <td><input type="radio"/></td> <td>Mailing</td> <td>1890 Scrappy's Landing Denton TX 76205 Denton</td> </tr> </tbody> </table>	Select	Address Type	Address	<input checked="" type="radio"/>	Current/Local	1890 Lucky the Squirrel Lane Denton TX 76203 Denton	<input type="radio"/>	Mailing	1890 Scrappy's Landing Denton TX 76205 Denton
Select		Address Type	Address							
<input checked="" type="radio"/>		Current/Local	1890 Lucky the Squirrel Lane Denton TX 76203 Denton							
<input type="radio"/>		Mailing	1890 Scrappy's Landing Denton TX 76205 Denton							
2 Diploma / Degree Name Visited										
3 Address Visited										
4 Contact Details Not Started										
5 Submit Not Started										

6. Confirm your contact information.

- a. Confirm that your e-mail and phone number are correct. Please note that we cannot send information to a non-UNT e-mail address, so your UNT e-mail address is the only option. If your phone number is not correct, please return to your profile in myUNT to update your information.
- b. Select the next button in the top right.

1 Graduation Term Visited	<b>Step 4 of 5: Contact Details</b>  Select the contact information that you would like to use for this application.  <b>Email</b>  <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Email</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>Campus</td> <td>Scrappy.Eagle@my.unt.edu</td> <td>✓</td> </tr> </tbody> </table> <b>Phone</b>  <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Phone</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>Mobile</td> <td>940-565-2000</td> <td>✓</td> </tr> </tbody> </table>	Select	Type	Email	Preferred	<input checked="" type="radio"/>	Campus	Scrappy.Eagle@my.unt.edu	✓	Select	Type	Phone	Preferred	<input checked="" type="radio"/>	Mobile	940-565-2000	✓
Select		Type	Email	Preferred													
<input checked="" type="radio"/>		Campus	Scrappy.Eagle@my.unt.edu	✓													
Select		Type	Phone	Preferred													
<input checked="" type="radio"/>		Mobile	940-565-2000	✓													
2 Diploma / Degree Name Visited																	
3 Address Visited																	
4 Contact Details Visited																	
5 Submit Not Started																	

7. Submit your application.

- a. Select the blue submit button in the top right to submit your application.
- b. Congratulations on submitting your application for graduation! If you have questions regarding the status of your application or need to make changes to your application, please contact your academic advising office for assistance.

[← Previous](#)

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"><b>1</b> Graduation Term <small>Visited</small></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"><b>2</b> Diploma / Degree Name <small>Visited</small></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"><b>3</b> Address <small>Visited</small></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"><b>4</b> Contact Details <small>Visited</small></div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #e0f2f1;"><b>5</b> Submit <small>Visited</small></div>	<p><b>Step 5 of 5: Submit</b></p> <p>Your entry for Application for Graduation is ready.</p> <p>Submit to complete the process.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------

[Submit](#)