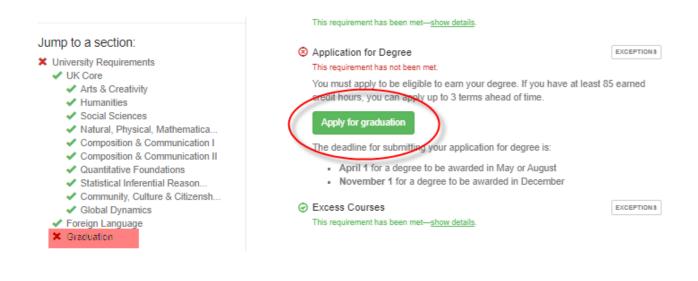
# How to Apply for a Degree/Certificate

Effective with the May 2021/August 2021 graduating class, all students can now complete the Degree Application process in one of two methods as noted below. Students should apply for each degree and/or certificate by the established deadlines. For example, a student seeking an undergraduate degree and an undergraduate certificate, would complete two applications. <a href="NOTE">NOTE</a>: Students seeking a Doctoral Degree within the Graduate School must use Method #2 as they DO NOT have a Degree Audit in myUK GPS.

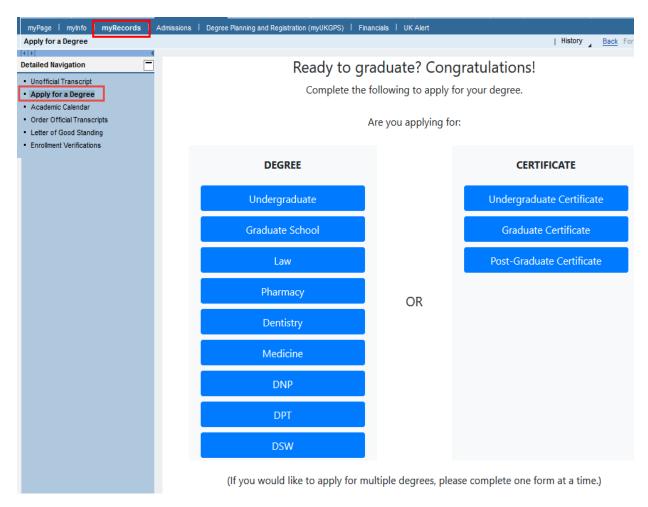
### Method #1 - Apply through Degree Audit in myUK GPS (Graduation Planning System)

- 1. Click on the Graduation tab (Undergraduate Majors only) Others should go directly into the audit to the Application for Degree requirement.
- 2. Click on the Green Apply for graduation link

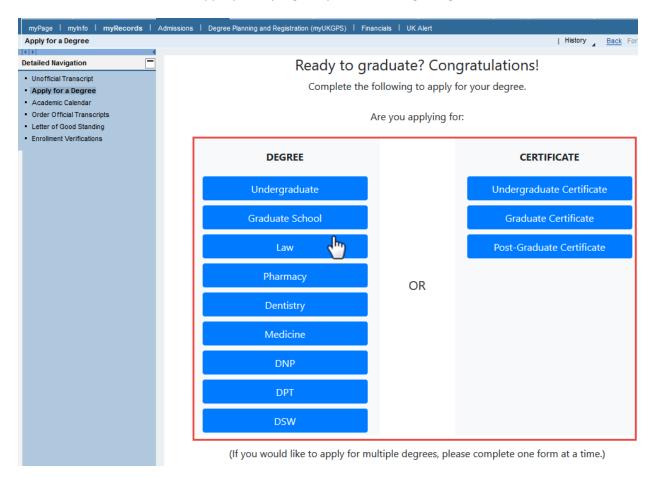


## Method #2 - Apply through the Student Services Tab in myUK

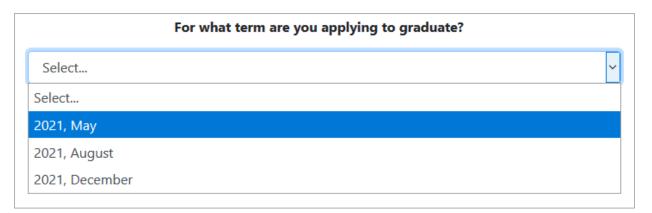
- 1. Go to 'Student Services' 'myRecords' tab
- 2. Select 'Apply for a Degree' from left navigation menu



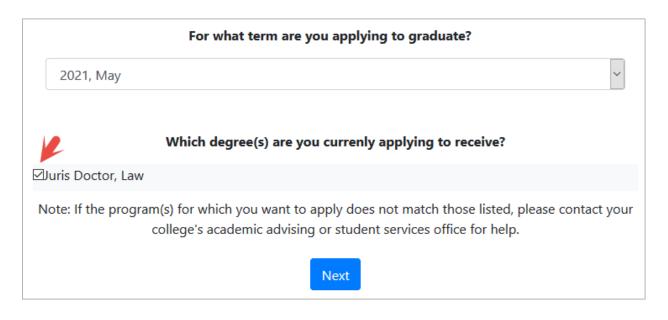
3. Select the tile with the appropriate program you are seeking a degree or certificate in.



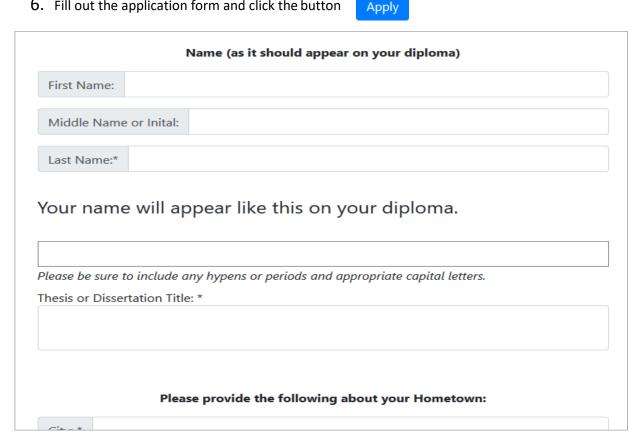
## 4. Select a term from the drop-down menu



5. Check the box for the degree and click Next (if multiple degrees, please check one at a



6. Fill out the application form and click the button



If the application is submitted successfully, the following message will be displayed.

Your application has been accepted and will be reviewed soon. Diplomas are mailed approximately 8-12 weeks following the conclusion of each term.

×

If there is an existing application that is active (not withdrawn) the system will respond with the message.

An application already exists for the Program, Academic Year and Academic Session

X

- 7. The student will receive an email confirmation about the submission
  - Displayed below are examples of the three types of confirmations students receive depending on their degree undergraduate, graduate and professional school.

# **Undergraduate:**

We have received your Undergraduate Degree Application.

You have applied for a May 2021 degree in the following program:

Bachelor of Science, Biology

All students should verify their progress toward degree completion via <u>your degree audit in</u> myUK GPS. Please contact your academic advisor if you have any questions.

If you fail to complete all degree requirements during the current semester you have applied, you will be required to re-apply for the degree in an upcoming semester.

NOTE: Applying for your degree does not automatically register your participation in Commencement. If you would like to participate in the Commencement ceremony, registration begins 90 days prior to the ceremony at <a href="http://www.uky.edu/Commencement/">http://www.uky.edu/Commencement/</a>.

#### **Diplomas**

Students do not receive their diploma at Commencement. Diplomas are mailed 8-12 weeks following the conclusion of each semester and submission of final grades. The size of the diploma for a doctoral degree is 12" x 15". The size of the diploma for a master's degree and an undergraduate degree is 8 ½" x 11". The size of all professional diplomas, except Medicine is 12" x 15". The Medicine diploma is 14" x 16". Diplomas are not issued for Certificates.

Please do not respond as this is an automated message from the Office of the Registrar.

## Graduate:

We have received your Graduate Degree Application.

You have applied for a May 2021 degree in the following program:

Master of Business Administration, Business Administration

All students in the Graduate School except those seeking a Doctorate should verify their progress toward degree completion via <u>your degree audit in myUK|GPS</u>. Please contact your Director of Graduate Studies if you have any questions.

If you fail to complete all degree requirements during the current semester you have applied, you will be required to re-apply for the degree in an upcoming semester.

NOTE: Applying for your degree does not automatically register your participation in Commencement. If you would like to participate in the Commencement ceremony, registration begins 90 days prior to the ceremony at http://www.uky.edu/Commencement/.

#### **Diplomas**

Students do not receive their diploma at Commencement. Diplomas are mailed 8-12 weeks following the conclusion of each semester and submission of final grades. The size of the diploma for a doctoral degree is 12" x 15". The size of the diploma for a master's degree and an undergraduate degree is 8 ½" x 11". The size of all professional diplomas, except Medicine is 12" x 15". The Medicine diploma is 14" x 16". Diplomas are not issued for Certificates.

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# Professional school:

We have received your Professional School Degree Application.

You have applied for a May 2021 degree in the following program:

Doctor of Medicine, Medicine

All students should verify their progress toward degree completion via <u>your degree audit in myUK GPS</u>. Please contact your Professional School Registrar if you have any questions.

If you fail to complete all degree requirements during the current semester you have applied, you will be required to re-apply for the degree in an upcoming semester.

NOTE: Applying for your degree does not automatically register your participation in Commencement. If you would like to participate in the Commencement ceremony, registration begins 90 days prior to the ceremony at <a href="http://www.uky.edu/Commencement/">http://www.uky.edu/Commencement/</a>.

#### **Diplomas**

Students do not receive their diploma at Commencement. Diplomas are mailed 8-12 weeks following the conclusion of each semester and submission of final grades. The size of the diploma for a doctoral degree is 12" x 15". The size of the diploma for a master's degree and an undergraduate degree is 8 ½" x 11". The size of all professional diplomas, except Medicine is 12" x 15". The Medicine diploma is 14" x 16". Diplomas are not issued for Certificates.

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