

Completing the Application for Graduation

1. Log into your MyUNiverse account and select 'Go to my Student Center' on My Page.

UNI University of Northern Iowa

My Page Resources Work @ UNI Life @ UNI Re

Student Center

Did you know that you can now access nearly all of your student records, including view and registering for courses via the MyUNI mobile app? The app is available for android devices.

Go to my Student Center
Use the student center to manage school related activ

UNI Terms and Conditions
UNI Student Financials Terms and Conditions of Financial Responsibility

Enrollment Verifications
Print enrollment verifications, find out when deferment notices were sent to your lenders, view enrollment history, view the proofs of enrollment sent on your behalf to service providers, and your student loan holders.

2. In the Academics section, click on the box that reads 'other academic...' and a drop-down menu will appear. Select 'Apply for Graduation'.

Academics

Search
Plan
Enroll
My Academics

other academic... (dropdown menu open)

- Academic Planner
- Academic Requirements
- Apply for Graduation**
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Swap
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

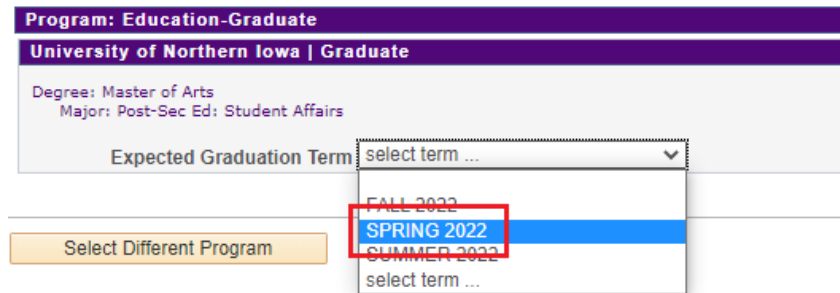
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3. Select the **'Apply for Graduation'** link next to the appropriate degree/major for which you intend to graduate.



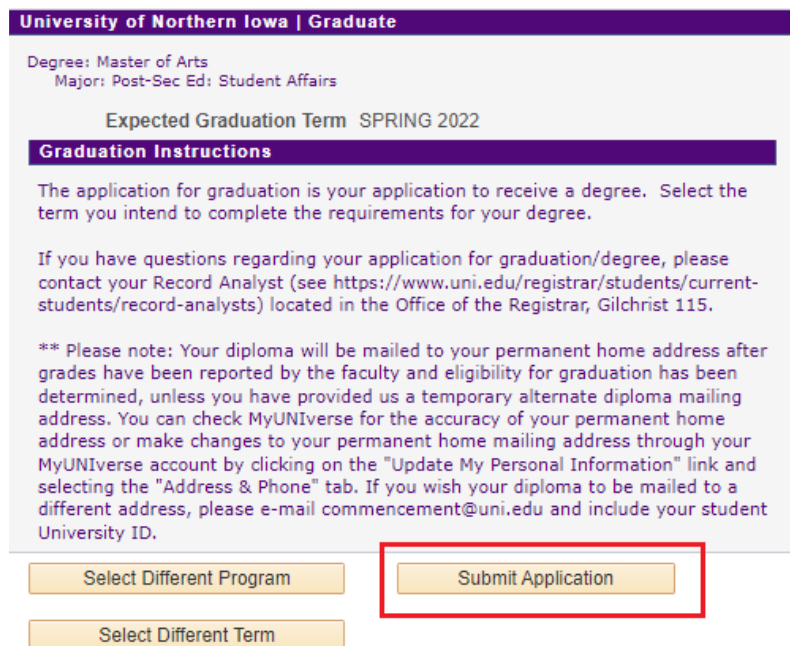
The screenshot shows a purple header with the text "Program: Education-Graduate" and "University of Northern Iowa | Graduate". Below the header, the degree and major are listed: "Degree: Master of Arts" and "Major: Post-Sec Ed: Student Affairs". A red rectangular box highlights the "Apply for Graduation" button on the right side of the form.

4. Select your Expected Graduation Term (Spring 2022, for example) by using the drop-down menu.



The screenshot shows the same form as above, but with the "Expected Graduation Term" dropdown menu open. The menu options are "select term ...", "FALL 2022", "SPRING 2022", "SUMMER 2022", and "select term ...". A red rectangular box highlights the "SPRING 2022" option, which is currently selected and highlighted in blue.

5. Review the Verify Graduation Data information page and then select **'Submit Application'** button once you are finished.



The screenshot shows the "Verify Graduation Data" page. The header is "University of Northern Iowa | Graduate". The degree and major are listed: "Degree: Master of Arts" and "Major: Post-Sec Ed: Student Affairs". The "Expected Graduation Term" is set to "SPRING 2022". Below this is a section titled "Graduation Instructions" with the following text: "The application for graduation is your application to receive a degree. Select the term you intend to complete the requirements for your degree." and "If you have questions regarding your application for graduation/degree, please contact your Record Analyst (see <https://www.uni.edu/registrar/students/current-students/record-analysts>) located in the Office of the Registrar, Gilchrist 115." Below the instructions is a note: "** 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, unless you have provided us a temporary alternate diploma mailing address. 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 'Address & Phone' tab. If you wish your diploma to be mailed to a different address, please e-mail commencement@uni.edu and include your student University ID." At the bottom of the page, there are three buttons: "Select Different Program", "Submit Application", and "Select Different Term". A red rectangular box highlights the "Submit Application" button.