

# 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.

**NOTE:** 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

This requirement has been met—[show details](#).

⊗ Application for Degree EXCEPTIONS  
This requirement has not been met.

You must apply to be eligible to earn your degree. If you have at least 85 earned credit hours, you can apply up to 3 terms ahead of time.

[Apply for graduation](#)

The deadline for submitting your application for degree is:

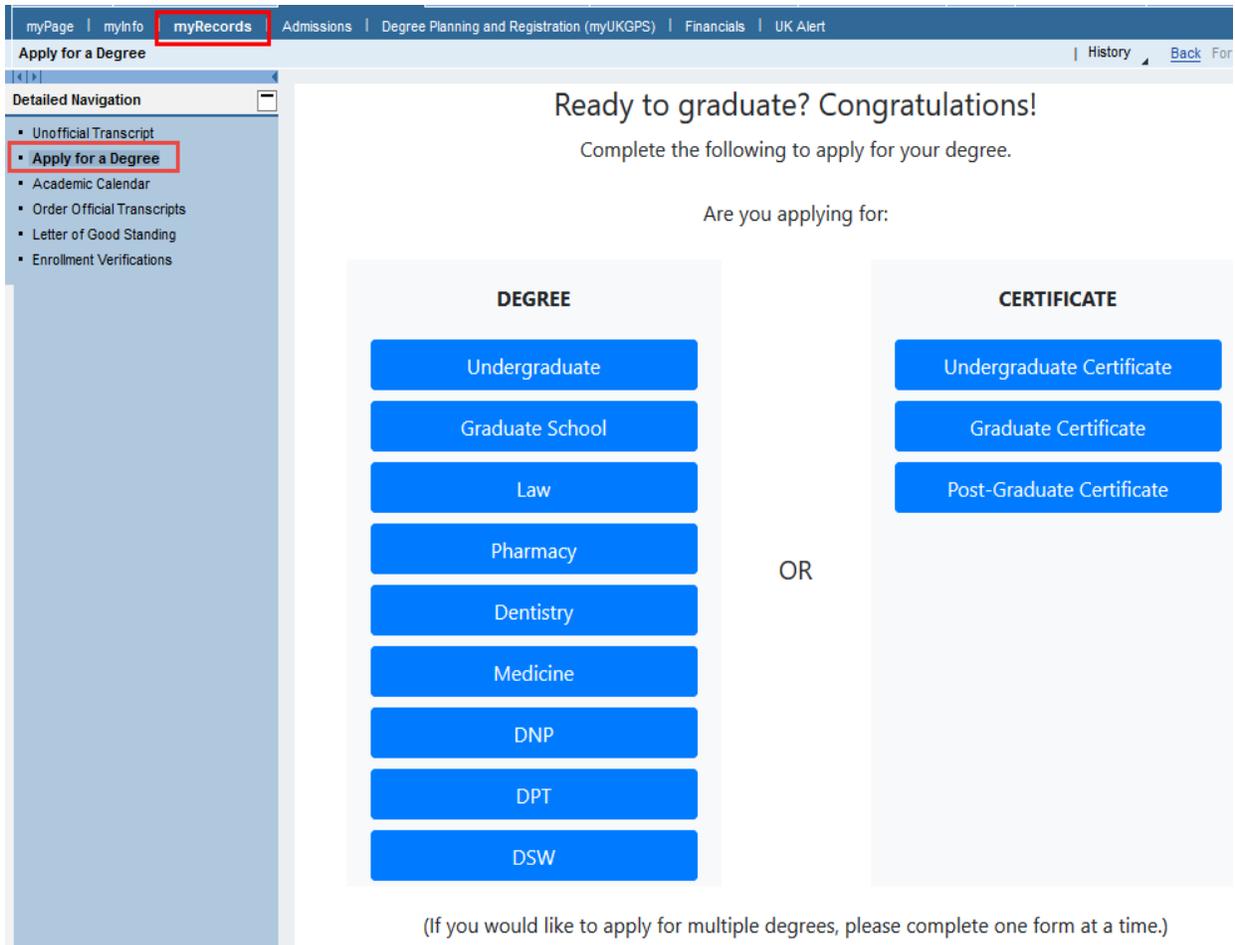
- April 1 for a degree to be awarded in May or August
- November 1 for a degree to be awarded in December

⊙ Excess Courses EXCEPTIONS  
This requirement has been met—[show details](#).

Follow the directions as shown in the screenshots in Method #2.

## 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



myPage | myInfo | **myRecords** | Admissions | Degree Planning and Registration (myUKGPS) | Financials | UK Alert

Apply for a Degree | History | Back For

Detailed Navigation

- Unofficial Transcript
- **Apply for a Degree**
- Academic Calendar
- Order Official Transcripts
- Letter of Good Standing
- Enrollment Verifications

### Ready to graduate? Congratulations!

Complete the following to apply for your degree.

Are you applying for:

DEGREE	OR	CERTIFICATE
<a href="#">Undergraduate</a>		<a href="#">Undergraduate Certificate</a>
<a href="#">Graduate School</a>		<a href="#">Graduate Certificate</a>
<a href="#">Law</a>		<a href="#">Post-Graduate Certificate</a>
<a href="#">Pharmacy</a>		
<a href="#">Dentistry</a>		
<a href="#">Medicine</a>		
<a href="#">DNP</a>		
<a href="#">DPT</a>		
<a href="#">DSW</a>		

(If you would like to apply for multiple degrees, please complete one form at a time.)

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

The screenshot shows a web application interface for 'Apply for a Degree'. The top navigation bar includes links for 'myPage', 'myInfo', 'myRecords', 'Admissions', 'Degree Planning and Registration (myUKGPS)', 'Financials', and 'UK Alert'. The main heading is 'Ready to graduate? Congratulations!' with a sub-heading 'Complete the following to apply for your degree.' Below this, it asks 'Are you applying for:'. There are two columns of blue buttons. The left column is titled 'DEGREE' and contains buttons for 'Undergraduate', 'Graduate School', 'Law' (with a mouse cursor over it), 'Pharmacy', 'Dentistry', 'Medicine', 'DNP', 'DPT', and 'DSW'. The right column is titled 'CERTIFICATE' and contains buttons for 'Undergraduate Certificate', 'Graduate Certificate', and 'Post-Graduate Certificate'. An 'OR' is centered between the two columns. A note at the bottom states: '(If you would like to apply for multiple degrees, please complete one form at a time.)' A 'Detailed Navigation' sidebar on the left lists: 'Unofficial Transcript', 'Apply for a Degree', 'Academic Calendar', 'Order Official Transcripts', 'Letter of Good Standing', and 'Enrollment Verifications'.

4. Select a term from the drop-down menu

The screenshot shows a drop-down menu titled 'For what term are you applying to graduate?'. The menu is open, showing a list of options: 'Select...', '2021, May' (highlighted in blue), '2021, August', and '2021, December'. The 'Select...' option is also visible at the top of the menu.

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

**For what term are you applying to graduate?**

2021, May ▼

 **Which degree(s) are you currently applying to receive?**

Juris Doctor, Law

Note: If the program(s) for which you want to apply does not match those listed, please contact your college's academic advising or student services office for help.

[Next](#)

6. Fill out the application form and click the button

[Apply](#)

**Name (as it should appear on your diploma)**

First Name:

Middle Name or Initial:

Last Name:\*

Your name will appear like this on your diploma.

*Please be sure to include any hypens or periods and appropriate capital letters.*

Thesis or Dissertation Title: \*

**Please provide the following about your Hometown:**

City: \*

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



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 [your degree audit in 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 <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.

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 [your degree audit in myUK|GPS](#). 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/>.

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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 [your degree audit in myUK GPS](#). 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 <http://www.uky.edu/Commencement/>.

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