

## INSTRUCTIONS FOR APPLYING TO GRADUATION

\*Please use Firefox or Chrome. You may not be able to complete the application for graduation if you use Internet Explorer.

\*You must be a currently registered student to apply for graduation.

**Step one:** Login to Athena and click on the student tab. Click the Apply to Graduate tab.

**Step two:** The latest term in which you have registration should be displayed in the Select a Term box. This is not the term in which you plan to graduate. You will select your graduation term later in the application process. Click the submit button to proceed to the next page.

**Step three:** Select the curriculum in which you are planning to graduate. Your current program of study will display on this page. If you are in multiple programs, all should display on this page. If your program of study is incorrect, please contact the Graduate School at [gradinfo@uga.edu](mailto:gradinfo@uga.edu). Select the program in which you plan to graduate. If you are applying to graduate in more than one program, you must submit a separate application for each program. Click continue after you have selected a program.

**Step four:** Select the graduation date in which you plan to apply. Please review the application for graduation deadlines at [grad.uga.edu](http://grad.uga.edu). If your application for graduation is submitted after the deadline date for the term, you will be required to pay a \$50 late fee. Once you select the graduation date from the drop down menu, click continue.

**Step five:** Select a name for your diploma from the drop down menu. Current name will display full first name, full middle name and last name. Select current to use your full academic name. Once you select a name, click continue. The name you select will appear, click continue again.

**Step six:** Select the address you prefer for the mailing of your diploma and click continue. The address will appear, click continue again.

**Step seven:** Verify all information in the application for graduation is correct before you hit the submit request button. If all information is correct, hit submit request.

**Step eight:** A confirmation page will appear on the screen. It is important that you print this page for your records. You can also verify submission by clicking "view application for graduation" in the student tab on Athena.