UCF Student Help Guide
Online Intent to Graduate Form

Log in to myUCF > Student Self Service > Graduate Students

Choose “Intent to Graduate: Apply” from drop down box

Select an Academic Program

Apply for Graduation
Select Program and Degree

Select an Academic Program

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Career</th>
<th>Degree Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education EdD</td>
<td>Graduate</td>
<td>Doctor of Education</td>
</tr>
</tbody>
</table>
Notice for Intent to Graduate (24000,175)

If you are not currently enrolled in the term for which you are applying to graduate, contact your program for further information.

**Click on OK button**

**Choose Term and click continue**

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### Apply for Graduation

#### Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program. Contact your program if you cannot select the appropriate program information.

Only terms in which you are able to apply for graduation will be displayed.

<table>
<thead>
<tr>
<th>Program</th>
<th>Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Program</td>
</tr>
</tbody>
</table>

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

**Expected Graduation Term**

- [SELECT DIFFERENT PROGRAM]
- [CONTINUE]
Verify Name and Address

Verify that all data is correct. If name or address is incorrect please be aware that the university may ask for documentation to verify changes.
If everything is correct, click the Continue button to continue the process.

Will be attending commencement:
Check box if attending ceremony

List chair/co-chair of committee (doctoral) or advisor(s) for master’s thesis and educational specialists.

Diploma name

Diploma mailing address

Mailing address

Email

I acknowledge that all graduation communications will be sent to the above email address. If an email address is not listed, that means you have not signed up for a Knights email.
Click here to get a Knights email account. If you do not sign up for a Knights email you will not receive graduation communications.

Must check box to continue to next page

Masters Students Only:
[ ] Thesis
[ ] Non-Thesis

If you are a doctoral candidate or educational specialist candidate, neither box is checked

Verify information and click “Continue” button
Click on survey(s) to complete

Apply for Graduation

Complete Surveys

Next step: Complete the UCF Surveys

Failure to do so will require a visit to your college advising office.

Please note - if your session is inactive for 20 minutes you will be logged out of myUCF

<table>
<thead>
<tr>
<th>Description</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCF Graduate Survey</td>
<td>Survey</td>
</tr>
</tbody>
</table>

Search Plan Enroll My Academics
Surveys can be accessed after Online Intent to Graduate Form is submitted.

Log in to myUCF

Choose “Intent to Graduate: Survey” from drop down box

Choose appropriate survey(s) to complete

**Intent to Grad Surveys**

Your ITG is pending review. Our records show you have not yet completed all of your ITG surveys. Please note it may take up to one hour for the survey completion acknowledgment to be received.

This survey information is used by UCF faculty and administrators to improve the collegiate experiences of UCF students. The survey is confidential - no individual information will be used in any report. Your answers provide an important evaluation of your overall UCF experience, activities, and academic experience at UCF. We strongly encourage your straightforward and constructive responses.

<table>
<thead>
<tr>
<th>Surveys</th>
<th>Survey</th>
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</tr>
</thead>
<tbody>
<tr>
<td>UCF Graduate Survey</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Return to Student Center]
Not eligible to file ITG

This message will appear if you are not active in a program or have already filed and Intent to Graduate Form for the current term.

Apply for Graduation

Select Program and Degree

No Active Academic Programs or Already Filed Intent

you have no programs that are eligible to file an intent to graduate, if you previously applied for graduation please review your status at graduation intent status.

Student Review Intent to Graduate on myUCF

Choose “Intent to Graduate: Status” from drop down box
Graduation Intent Status

Only those students that have filed their intentions online will show on this page.

<table>
<thead>
<tr>
<th>Description</th>
<th>Completed</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Intent to Graduate Submitted</td>
<td>X</td>
<td>09/18/2009</td>
<td>Completed</td>
</tr>
<tr>
<td>Confirmation e-mail sent to student</td>
<td>X</td>
<td>09/18/2009</td>
<td>Completed</td>
</tr>
<tr>
<td>UCF survey completed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Legend
- Status = Pending
- This step in the process has not been completed.
- Status = Completed
- This step in the process is finished.

Program Review

<table>
<thead>
<tr>
<th>Program/Track</th>
<th>Academic Program</th>
<th>Degree</th>
<th>Review Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work MSW</td>
<td>SWMSW</td>
<td>MSW</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Legend
- Status = Applied
- The Intent to Graduate form has been submitted
- Status = Pending
- By the program, pending successful completion of current term requirements
- Status = Withdraw
- Your Intent to Graduate was withdrawn
- Status = Awarded
- Your degree has been posted to your transcript.