



## Graduation Checklist

### Getting your ducks in a row

Passing final semester courses

Checklists/holds (can't receive credential with a hold)

Thesis/dissertation milestones (defense, format, submission)

Check your ITG status to verify that ITG is in "pending" by the midpoint of the semester (see how to guide)

### Apply to graduate: File an Intent to Graduate on myUCF by the deadline

One Intent to Graduate per program that you're planning to earn

Review your name on your official UCF record and request update, if needed, before your diploma is issued

Verify diploma mailing address

Check your UCF email for Intent to Graduate confirmation email

Complete graduate exit surveys

### Getting ready for commencement (master's, doctoral, and specialist only)

Prepare for ticket pick up

Order regalia

Review commencement website (<https://www.ucf.edu/graduation/>)

### Receiving your credential(s)

Check your UCF email for email from Parchment  
(if phone number is on file, you'll also receive a text)

Claim your credential and verify mailing address within 72 hours of email/text message

Download your credential

Check mail 6-8 weeks for physical diploma (master's, doctoral, and specialist only)

### What to do in your final semester

- Successfully complete the courses and milestones required for the completion of your degree.
- Regularly connect with your academic advisor to review your Intent to Graduate status.
- Monitor your UCF email to ensure you are reviewing all necessary information.
- Order your cap and gown.
- View commencement details at [www.ucf.edu/graduation](http://www.ucf.edu/graduation)