

Steps to Apply to Graduate via UNA Portal

- Login to UNA Portal
- Click Academics
- Click Apply for Graduation under the Graduation heading
- Click Continue
- Enter your Hometown, Click Update/Verify Hometown Address
- Enter the address to which you want your degree evaluation to be mailed, Click Update/Verify Degree Evaluation Address
- Verify all data is correct and Submit Addresses. If incorrect, follow directions at top of page.
- Leave the term as it is – DO NOT CHANGE - Click Submit
- If your correct degree, major, and minor (If applicable) are listed – Click in the radio button beside Primary Program – Click Continue. If the information is incorrect, fill out a change of major form in the department of your NEW major before proceeding.
- Select your Graduation Date from the drop down – Click Continue. If your term of graduation is not listed, visit <http://www.una.edu/registrar/graduation.html> for the dates you may apply.
- Select the appropriate choice for ceremony attendance – Click Continue (if you choose Undecided it will be assumed that you will NOT be attending)
- Select a choice or choose New from the drop down menu and click Continue to enter/change your diploma name on the next page.
- Make changes if needed or enter desired diploma name – Click Continue
- Select the address you want your diploma mailed to after graduation (You will be given an opportunity to make changes next) – Click Continue
- Make changes if needed – Click Continue
- Select Graduation Application from the drop down – Click Continue
- Verify all information listed is correct. If it is not correct, use the back button to navigate and make necessary corrections. After corrections have been made, click Continue on each page to get back to this verification page.
- Scroll to the bottom and if all information is correct – Click Submit Request
- Your application IS NOT complete until you have clicked the Submit Request Button
- Please email graduation@una.edu if you have any problems.