CLEAR FORM

Mail Request to: Office of the Registrar
1156 High Street, Santa Cruz, CA 95064

Office of the Registrar
831-459-4412

REQUEST FOR CERTIFICATE OF COMPLETION OF DEGREE REQUIREMENTS

The official certificate you request with this form **only** includes your name, the date your degree was/will be awarded, major, and college. Its use is limited to providing verification of a degree.

NAME ON YOUR UCSC RECORDS _____ SID#* _____
Last, First, Middle

LOCAL TELEPHONE (831) _____ E - MAIL _____

MAJOR _____ COLLEGE _____ DEGREE DATE _____

SIGNATURE _____

CERTIFICATE OF COMPLETION FEE IS PAYABLE IN ADVANCE (No Credit Cards Accepted)

NUMBER OF COPIES REQUESTED AT **$5 each** 1 (Make Check or Money Order payable to 'UC Regents')

ADDITIONAL FEES (Check if applicable):

- ☐ Fax, **$5**
- ☐ Federal Express, **$15 per address** (cannot be delivered to P.O. boxes)
- ☐ Overseas Airmail, **$5 per copy**

____ I **was awarded** a degree in a previous quarter.

____ I have announced candidacy for the **CURRENT** or **upcoming** quarter and **ALL** graduation requirements have been completed. A certificate with the wording ***"The degree will be awarded "*** will be mailed upon verification that major requirements have been met. This certificate will be available 5-10 working days AFTER we receive e-mail confirmation from the department that you have completed all requirements for the degree.

____ I want to pick up the certificate. (E-mail me at the address above when ready)

____ *Fax to _____

____ *Mail certificate to the following address:

_____

_____

_____

_____

*Students are responsible for providing the correct fax number and/or address

*The student number requested on this form may be your social security number. In accordance with the Federal Privacy Act of 1974, as amended, you are hereby notified that disclosure of your social security number is voluntary. This record keeping system was established pursuant to the authority of the Regents of the University of California under Article IX, section 9 of the California Constitution. The principal use of the number shall be to verify your identity in the Student Information System and to locate and maintain your academic records.

Office Use Only

BA BS MA MS PhD Will be awarded

123- Date Degree Awarded _____

College _____

Major _____

Honors Awarded: N/A Major College

195- Gen. Ed. _____

195- Univ. Req. _____

199- 180 Credits _____

199- UC GPA _____

114/181- Senior Res. _____

Date Contacted for Pick-up _____

Date Mailed _____

Date Faxed _____

While you wait _____

Initial _____

E-mail from dept. rec'd _____

Rev. 12/19/03