



OFFICE OF THE REGISTRAR

Registrar, 1156 High Street, Santa Cruz, CA 95064
Phone (831) 459-4412 • FAX (831) 459-5051
registrar@ucsc.edu

CERTIFICATE OF COMPLETION OF DEGREE REQUIREMENTS

REQUESTOR

Name (Last, First, Middle) _____

Student ID (or SSN) _____ Birthdate _____

CONTACT

Mailing Address _____

Phone _____ E-mail _____

College _____ Major _____

- I was awarded a degree in a previous quarter. Date degree was awarded _____
- I have applied to graduate for the **CURRENT** quarter and have completed **ALL** classes and graduation requirements. A certificate with the wording "The degree... will be awarded," will be mailed upon verification that requirements have been met.
- I have applied to graduate for the _____ quarter in the year _____ and have completed **ALL** classes and graduation requirements. I am currently completing the following requirements for my degree (major/minor, GE, credits, etc)
This certificate of completion will be produced after the end of the quarter for which you have applied to graduate. After your completion of graduation requirements is verified, your Certificate of Complete will state that your degree was awarded on the last day of the quarter in which you applied to graduate. Transcripts are the preferred format for confirming degree status and providing academic history. Transcripts are the preferred format for confirming degree status and providing academic history.

SERVICES REQUESTED

Number of copies _____

A \$17 fee is charged for each copy. Extra services such as express mailing, signed and sealed envelope, notarization, etc. are available for an additional fee. There is no extra charge for standard domestic mailing

DELIVERY OPTIONS

- Standard Mailing
Mailing Address _____
- I will pick up my certification.
- Express Mailing (US only) (\$25 is charged for each address)
- International Standard Mailing (\$5 is charged for each address)
Mailing Address _____
- International Express Mailing (\$30 is charged for each address)
- Fax within the US (\$5 is charged for each copy), Fax number _____
- Electronic Processing (\$23 is charged for each copy. Certificates of Completion are hard copy documents. Check this box to receive an emailed non-modifiable electronic document.)
- Gold Foil Sticker (\$23 is charged for each sticker)



OFFICE OF THE REGISTRAR

Registrar, 1156 High Street, Santa Cruz, CA 95064
Phone (831) 459-4412 • FAX (831) 459-5051
registrar@ucsc.edu

OTHER OPTIONS

- Notarization (an additional fee of \$23 is charged for each copy)
- Signed and Sealed Envelope (\$23 is charged for each copy)
- Gold Seal (\$23 is charged for each copy)

CHARGES

(Each charge applies, e.g., one copy with express mailing and notarization in a signed and sealed envelope would total \$88; two copies with the same services would total \$176.)

_____ Copies	X	\$17	=	\$_____
_____ Express Mailing	X	\$25	=	\$_____
_____ International Standard Mailing	X	\$5	=	\$_____
_____ International Express Mailing	X	\$30	=	\$_____
_____ Fax (within the US)	X	\$5	=	\$_____
_____ Electronic Processing	X	\$23	=	\$_____
_____ Notarization	X	\$23	=	\$_____
_____ Signed and Sealed Envelope	X	\$23	=	\$_____
		Total		\$_____

Make check or money order payable to "UC Regents."
Post fees to my student account.

Signature _____ Date _____

For Office Use Only

Degree: BA BS BM MS MA PhD EdD

Date degree was awarded _____ or

Date degree will be awarded _____

College _____ Major(s) _____

Honors: N/A Major College University

Requirements met:

General Education	Senior Residence	University	180 credits	UC GPA
% of P/NP	College	Major(s)	Minor(s)	

Pick-up, date contacted _____ Fax, date sent _____ Mail, date sent _____

Initial _____

Fee posted

Check number _____ Cash amount _____