



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

## LIVED OR LEGAL NAME TO DISPLAY

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.)



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## 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 \_\_\_\_\_