



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.*

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



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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)

**CHARGES**

_____ Copies	X	\$17	=	\$ _____
_____ Express Mailing	X	\$25	=	\$ _____
_____ International Standard Mailing	X	\$5	=	\$ _____
_____ International Express Mailing	X	\$30	=	\$ _____
_____ Fax (within the US)	X	\$5	=	\$ _____
_____ 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 \_\_\_\_\_