



Office of Graduate Studies
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Irvine, CA 92697-3180
Attn. Andrea Anderson

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REQUEST FOR A LETTER OF DEGREE CERTIFICATION:

FOR GRADUATE STUDENTS

STUDENT Thesis and dissertation students, please complete this form and submit it to University Archives (Main Library, room 525.) All other students, please submit it to the Office of Graduate Studies for processing. During peak business times of the quarter, this request may take at least 5 working days to be processed. The official letter can be mailed to either yourself or a third party you so designate. **NOTE: Only one official Letter of Degree Certification is provided for each degree. If you intend to submit the letter to more than one party, it is recommended that you have the original mailed to you. You can then provide any requesting party with a photocopy of the letter and retain the original for future use.**

Student Name: _____			Student ID Number: _____	
Last		First		Middle
Student Phone: ()		Student e-mail address: _____		
Mailing Address: _____				
Street		City		State Zip Code
Department: _____		Major: _____		

Degree: Ph.D. Ed.D. M.A. M.S. M.F.A. M.A.T. M.U.R.P. M.B.A. M.A.S.

Quarter/Year of degree conferral: Fall Winter Spring Summer _____
Year

Name and Address of Third Party to which you want the Official Letter sent (if different from "mailing address" listed above -- otherwise, state "SAME").

Name: _____

Address: _____

Street

City

State

Zip Code

STUDENT SIGNATURE: _____ DATE: _____

OFFICE OF GRADUATE STUDIES

DATE LETTER WAS SENT: _____

REQUEST PROCESSED BY: _____
(Name)

Certification of Degree Award

The Office of Graduate Studies notifies students by mail of formal degree conferral at the end of the quarter in which the degree is conferred. When all degree requirements have been completed, the student may submit this [Request for a Letter of Degree Certification](#) form. The official *Letter of Degree Certification* bears the Dean of Graduate Studies' signature stamp and University Seal, and, for employment and career advancement purposes, is the equivalent of the diploma or the official academic transcript posting. The student may request **one** copy for personal use, or for direct transmission to another educational institution or employer. There is no charge for this service, but this service will be provided only one time for each degree conferred.