

UCLA Diploma Agent Authorization



INSTRUCTIONS

1. You may authorize an agent to pick up your diploma for you. Your agent must appear **IN PERSON** with his or her photo ID and this completed form to obtain your diploma. Your agent should appear at the UCLA Registrar's Office, 1113 Murphy Hall, 9:00 a.m.-4:00 p.m. Monday-Friday.
2. Use this form **only** to have your agent pick up your diploma. The diploma must be ordered through the regular ordering process.
3. Diplomas are available no sooner than two months after the end of the term. For a specific availability date, call the Registrar's Office at 310-825-8883 to hear recorded availability information.
4. Your diploma may not be released if you have outstanding financial obligations to the university. Check MyUCLA for academic records and holds.

STUDENT INFORMATION

Student Full Name (as appears on diploma—PLEASE PRINT)		9-Digit UCLA ID			
E-mail Address					
Degree Earned					
		<input type="checkbox"/> Bachelor's	<input type="checkbox"/> Master's	<input type="checkbox"/> Doctorate	<input type="checkbox"/> Candidate in Philosophy
Year/Term Degree Earned					
Year		<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

Attach scan print or photocopy
of student's photo ID
here or on a separate sheet.

I AUTHORIZE THIS AGENT TO OBTAIN MY DIPLOMA. PLEASE RELEASE MY DIPLOMA TO:

Agent Full Name (PLEASE PRINT)	
Agent Signature	Date
Student Signature	Date