

UCLA Early Certificate of Completion Request

INSTRUCTIONS

1. Before the Registrar's Office can verify that you will be awarded a UCLA degree for the current term, you must have received final grades in all courses on your study list (see Final Grades and GPA on MyUCLA). For any course not yet graded, a letter from the instructor specifying the exact final grade to be assigned must be submitted. Grades based on incomplete coursework are not accepted.
2. All relevant documentation related to degree-completion requirements also must be submitted. This includes departmental approval of courses you applied toward your major requirements, transcripts of advanced-standing work at other institutions and associated evaluation of credit toward UCLA degree requirements, and comprehensive examination or thesis/dissertation filing date (graduate students only). Under normal circumstances, the earliest this occurs is three weeks after the last day of the term.
3. Graduation date is recorded on the official transcript approximately six weeks after the last day of the term. At that time, formal proof of degree may be obtained by ordering a transcript online through MyUCLA or in person at 1113 Murphy Hall. **Use this form ONLY if an early Certificate of Completion is needed before the transcript recording date.**
4. The early Certificate of Completion is free of charge. A special degree-processing fee may be charged to your BruinBill account if the certificate is needed before grades are posted for the term and the degree auditor must take special action to verify a grade or grades, expedite a transfer credit evaluation, or obtain other documentation necessary to clear degree requirements.
5. Submit completed form directly to your degree auditor or to UCLA Registrar's Office, Attn: Certificate of Completion, 1113 Murphy Hall, Box 951429, Los Angeles, CA 90095-1429. This form may also be faxed to 310-206-4520 or e-mailed to degrees@registrar.ucla.edu.

Full Name (Last, First Middle)				9-Digit UCLA ID	
Current Mailing Address – Street				Country	
City	State	Zip/Postal Code	Province (Canada only)	Telephone	
Major	School/College				
Degree Earned		Year/Term Degree Expected			
<input type="checkbox"/> Bachelor's	<input type="checkbox"/> Master's	<input type="checkbox"/> Doctorate	Year _____	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter
				<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

NUMBER OF COPIES REQUESTED _____

DEGREE AUDITOR INSTRUCTIONS IF CERTIFICATE CANNOT BE PROVIDED IMMEDIATELY

- Hold for pick up at 1113 Murphy Hall
- Mail to address above
- E-mail to _____

Student Signature	Date
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