Submit materials to: Graduate Division 120 Aldrich Hall Zot Code 3180 grad@uci.edu (949) 824-4611 STUDENT	REQUEST FOR A Students submitting their thesis or dissertation sh	LETTER OF	DEGREE CEI FOR GRADU Graduate Division. During	ATE STUDENTS	
	quarter, processing may take 14 business days or designate. NOTE: Only <u>one</u> official <i>Letter of Deg</i> multiple parties, it is recommended that you have letter and retain the original for future use.	ree Certification is provided	for each degree. If you in You can provide each part	tend to submit the letter to y with a photocopy of the	
Student Name:				Student ID Number:	
Student Phone: (Last Fir	ent E-mail Address:	Middle		
	Mailing Address	City	State	Zip Code	
Department/Program:		School:			
Degree: Ph.D. DNP MASTER'S List degree title e.g. MA, MS, MURP, MBA etc. Name and Address of Third Party to which you want the Official Letter sent (if different from "mailing address" listed above – otherwise state "SAME").					
Address:					
STUDENT SIGNAT	TURE:	DATE:			
GRADUATE DIVI	SION				
DATE LETTER WAS SENT:					
REQUEST PROCES	SSED BY:				
BACKGROUND INFORMATION FOR COMPLETING REQUEST FOR A LETTER OF DEGREE CERTIFICATION FORM		Policies & Proces https://www.grad	NOTE: Much of the text below is adapted from UCI's <i>Policies & Procedures Handbook:</i> <u>https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf</u>		

Certification of Degree Award

The Graduate Division 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 <u>Request for a Letter of Degree Certification</u> form. The official Letter of Degree Certification bears the Dean of Graduate Division's 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 <u>one</u> 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.