

**Submit materials to:**

Graduate Division  
120 Aldrich Hall  
Zot Code 3180  
grad@uci.edu  
(949) 824-4611

**REQUEST FOR A LETTER OF DEGREE CERTIFICATION FOR GRADUATE STUDENTS**

**STUDENT**

Students submitting their thesis or dissertation should submit this form to the Graduate Division. During peak business times of the quarter, processing may take 14 business days or more. The official letter can be mailed to either yourself or a third party that you designate. NOTE: Only one official *Letter of Degree Certification* is provided for each degree. If you intend to submit the letter to multiple parties, it is recommended that you have the original mailed to you. You can provide each 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    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”).**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**GRADUATE DIVISION**

DATE LETTER WAS SENT: \_\_\_\_\_

REQUEST PROCESSED BY: \_\_\_\_\_  
(Name)

**BACKGROUND INFORMATION FOR COMPLETING REQUEST FOR A LETTER OF DEGREE CERTIFICATION FORM**

**NOTE:** Much of the text below is adapted from UCI’s *Policies & Procedures Handbook*:  
<https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf>

**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 *Request for a Letter of Degree Certification* 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 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.