

# UCLA Diploma Mail Request

## GENERAL INFORMATION

Diplomas are available approximately three months after the last day of the term (i.e., degree-award date). Information about diploma availability is sent to a student's e-mail address approximately six weeks after the end of the final term. Student records are closed to revisions in enrollment, grading, and academic actions upon award of a degree. Students are responsible for requesting review of their record prior to award of their degree. The diploma is not released if there is an outstanding financial obligation to the University. Check MyUCLA for any holds that may block diploma release.

## INSTRUCTIONS

1. Complete delivery address and degree information. Select a delivery type, and select payment information for expedited delivery if applicable. (Delivery fees are subject to change.) Sign and date the form.
2. Submit completed form to UCLA Registrar, Attn: Diploma Processor, 1113 Murphy Hall, Box 951429, Los Angeles, CA 90095-1429. Remit delivery fees with form, if applicable, by check payable to Regents-UC, or have fees charged to the student BruinBill account.
3. No-fee or BruinBill charge requests may be submitted by fax to 310-206-4520, or by e-mail to the [Diploma Processor](#). Requests including payment by check must be sent to the mailing address in step 2.

## DELIVER DIPLOMA TO

Full Name (as appears on diploma)				9-Digit UCLA ID	
Mailing Address - Street				Country	
City	State	ZIP/Postal Code	Province (Canada only)	Telephone	
Degree Earned	Year/Term Degree Earned				
	Year _____	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
E-mail Address					

### DELIVERY TYPE (select one)

- USPS First-Class Mail to U.S. address NO FEE
- USPS First-Class Mail International to international address NO FEE
- USPS Priority Mail Express to U.S. address \$ 25.00
- FedEx to U.S. street address 25.00
- FedEx to international street address 35.00

### DELIVERY FEE PAYMENT (select one)

- Check enclosed
- Charge to BruinBill account  
*E-mail address required above*

Student Signature	Date
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### OFFICE USE ONLY

- Holds in depts. \_\_\_\_\_  Date \_\_\_\_\_  Processed by \_\_\_\_\_
- No Payment  Letter sent  Duplicate request  BruinBill  Check received