

# UCLA Diploma Agent Authorization

## INSTRUCTIONS

1. A student may authorize an agent to pick up their diploma. The agent must appear in person with their photo ID and this completed form at the UCLA Registrar's Office, 1113 Murphy Hall during [business hours](#).
2. This form authorizes an agent pick up a diploma, but does not order the diploma itself. The diploma must be ordered through the regular [diploma request](#) process.
3. Diplomas are available no sooner than two months after the end of the term.
4. A diploma may not be released if the student has outstanding financial obligations to the university. Holds that may block diploma release can be viewed through [MyUCLA](#).

## STUDENT INFORMATION (type or print clearly)

Student Full Name (as it appears on diploma)		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 Degree Earned (yyyy)	Term Degree Earned	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter
		<input type="checkbox"/> Spring	<input type="checkbox"/> Summer

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

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

Agent Full Name (type or print clearly)	
Agent Signature	Date
Student Signature	Date