

UCLA Declaration of Candidacy for the Bachelor's Degree Request to Graduate In Absentia

INSTRUCTIONS

- Letters and Science and HSSEAS students: return this completed form in person or by mail to UCLA Registrar, Attention: Candidacy, 1113 Murphy Hall, Box 951429, Los Angeles CA 90095-1429; by fax to 310-206-4520; or by e-mail to degrees@registrar.ucla.edu. All other students: submit this form to your school counseling office.
- Do not include payment with this form. Any applicable fees will be charged to the BruinBill account or may be paid in person at the Main Cashier, 1125 Murphy Hall.
- Correspondence from your degree auditor will be sent to your mailing address. You may update your address on MyUCLA at <http://my.ucla.edu> or in person at 1113 Murphy Hall.
- To identify name capitalization, punctuation, accent marks, or spacing on a diploma (e.g., Muñoz, René), use the Diploma Request feature on MyUCLA after week three of the degree-expected term. Marks that cannot be accommodated on MyUCLA should be entered on a Legal Name Change or Correction form and submitted at 1113 Murphy Hall.

PAYMENT VALIDATION

2217	BruinBill Code 20886
\$20	160/172 Units Candidacy Fee
	BruinBill Code 20887
\$15	Late Grad. Term Candidacy Fee
5332	BruinBill Code 21682
\$100	In Absentia Degree Service Fee
<input type="checkbox"/> Fees Paid	<input type="checkbox"/> Billed to BruinBill

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 <input type="checkbox"/> Letters and Science <input type="checkbox"/> Arts and Architecture <input type="checkbox"/> Engineering <input type="checkbox"/> Music <input type="checkbox"/> Nursing <input type="checkbox"/> Public Affairs <input type="checkbox"/> Theater, Film, and Television				

DEGREE EXPECTED TERM

Your *degree expected term* is the term in which you expect to complete your degree requirements. You must declare this term with the Registrar's Office in order to receive a final degree audit. Once you have completed 160 or more units (172 units for students in the school of Engineering), a processing fee will be charged each time you update your degree expected term. The last day to declare candidacy for the current term, including summer session, is Friday of the second week of classes.

Your Degree Expected Term Year _____ Fall Winter Spring Summer

Degree Term Registration Status I will be a UCLA registered student I will be a nonregistered student

If you plan to complete your final degree requirements as a non-registered student, you will be assessed the in absentia degree service fee in addition to the candidacy fee. Please specify the method of completion and the course(s) below.

<input type="checkbox"/> UC Extension Class	_____	Course(s) and Units
<input type="checkbox"/> UC Correspondence	_____	Course(s) and Units
<input type="checkbox"/> Removal of an Incomplete	_____	Course(s) and Units
<input type="checkbox"/> Work at _____	_____	Course(s) and Units
	Institution	

To document UC Extension classes or work at another institution, Letters and Science students must send an *official transcript* to the Registrar's Office (see item 1 above for address) no later than *three weeks* after their degree-expected term ends. All other students: send transcripts to your school counseling office. If your transcript has not been received by the deadline, your name will be removed from the graduation list for that term and you will have to declare your candidacy for a later term. Furthermore, all work outside UCLA must be completed by the last day of your degree-expected term. If any work is completed after this date, you will have to graduate in a later term.

I have read and understand the provisions for declaration of candidacy. I also understand that if I fail to satisfy degree requirements in the term identified above, I must file a new declaration of candidacy form with the Registrar's Office and pay the processing fee.

Student Signature _____ Date _____