UCLA Special Degree Services Request

Instructions

Complete this form to request degree-related services (such as early posting of degree or special letters) that do not fall within established categories. Do not use this form to request services (such as early certificate of completion, diploma mailing, in absentia graduation, etc.) for which specific forms already exist. When describing your request, be as specific as possible and attach additional sheets if needed. File this form with your degree auditor or Student Services, UCLA Registrar's Office, 1113 Murphy Hall, Box 951429, Los Angeles, CA 90095-1429. Form may be faxed to 310-206-4520 or e-mailed to degrees@registrar.ucla.edu. If the request can be satisfied, the $35.00 special degree processing fee is charged to your BruinBill account.

Student Information (please print clearly)

Full Name (Last, First Middle)			**9-Digit UCLA ID**
Current Mailing Address – Street			**Home Telephone**
Address 2			**Country**
City	**State**	**Zip/Postal Code**	**Province (Canada only)**
Major	**Degree Earned** ☐ **Bachelor's** ☐ **Master's** ☐ **Doctorate**		

Request (please print clearly)

Student Signature	**Date**

OFFICE USE ONLY

Request Processed _____ Fee Billed _____

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