



Request for Certification of Completion

Please submit this form if you need evidence that you have completed your degree program requirements, prior to the degree being posted to your transcript. Before we can issue a Letter of Certification, we must verify that required courses have grades posted to your transcript; that your registration fees or your Filling Fee has been paid; and that your department has submitted the Final Report or verification that all requirements have been met.

Submit the completed form to Graduate Division: ATTN: Graduate Division, 5200 N Lake Road SSB 310, Merced, CA 95343. Direct questions to graddiv@ucmerced.edu or call (209) 228-4723.

Award of your degree will be posted to your UC Merced transcript in approximately 10 weeks after your degree award date. Diplomas are available from the Office of the Registrar (<http://registrar.ucmerced.edu>) in approximately four to six months after your degree award date.

Student ID: _____ Major: _____ Degree: _____

Name: _____
(As it appears on student records) (Last, First, Middle)

Address: _____ Phone #: () _____
(Number, street, city, zip code)

Semester Degree Conferred: Spring _____ Summer _____ Fall _____

Term last registered Fall _____ Spring _____ Summer _____

NOTE: If you are currently registered, your grades for the current term must be posted to your record and all fees must be paid *before* we can prepare the Letter of Certificate.

Please notify me when the letter is ready for pick up. My email address is: _____

Please mail my letter to:

Name: _____

Address: _____

Signature _____ Date _____

This section for Graduate Division use only

Final Report sent: _____ Final Report received: _____

GPA verified: _____ Letter of Certification issued on: _____