



Request for Expected Degree Conferral Letter

Degree Clearing Process: If you submitted your [Graduation Application](#) via the Registrar Office, please keep in mind that degrees are cleared [after the end of term](#). *Please be aware we do not clear degrees prior to end of term.*

Submit this form if you need a letter stating you **expect to receive your degree at end of the term**. Before we can issue an Expected Degree Conferral Letter, we must verify that all required courses have been completed, and that we have received your Final Report, and all other required items noted on the applicable Graduate Division [PhD](#) or [Master's](#) Checklist. *Expected Degree Conferral Letters are typically created for students who have their future employer requesting them to provide a form of documentation stating that they are expecting to receive their conferred degree at end of term.*

Submit the completed form to Graduate Services at: gradservices@ucmerced.edu

Award of your degree will be posted to your UC Merced transcript in approximately 10 weeks after your degree award date. The Office of the Registrar (<https://registrar.ucmerced.edu/policies/graduation>), has helpful information for students regarding diplomas and graduation. Please keep in mind that diplomas are not distributed at commencement. Your diploma will be mailed to you 3-4 months after you have completed your final degree requirements.

Student ID: _____ Major: _____ Degree: _____

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

Email: _____ Phone #: _____

Semester Degree Conferred: Spring _____ Summer _____ Fall _____

Term last registered: Spring _____ Summer _____ Fall _____

* I am requesting to receive an Expected degree conferral letter by ____/____/____. I am also aware that with this request, the official degree clearing confirmation letter will be sent [after end of term](#).

I understand that the degree clearing process begins [after end of term](#), and I will receive this Final degree conferral letter within 2-3 weeks.

I understand that in order for me to receive this letter, I will need to provide my Final Report and all other required items noted on the applicable Graduate Division [PhD](#) or [Master's](#) Checklist.

Please email my letter to:

Name: _____ Email: _____ Company/Organization/Institution: (If Applicable) _____

Student Signature _____ Date _____

This section for Graduate Services use only

Final Report received: Received all items noted on Checklist: Expected Degree Conferral Letter issued on: _____