

# UCLA Early Certificate of Completion Request



## INSTRUCTIONS

1. **Submit this form ONLY after you have verified through URSA that final grades are available.** Before the Registrar's Office can verify that you will be awarded a UCLA degree for the current term, all relevant documentation must be received by your degree auditor. This includes final grades, departmental approval of courses you applied toward your major requirements, and transcripts of advanced-standing work at other institutions and associated evaluation of credit toward UCLA degree requirements. Under normal circumstances, the earliest this occurs is three weeks after the last day of the term.
2. Graduation date is recorded on the official transcript approximately seven weeks after the last day of the term. At that time, formal proof of degree may be obtained by ordering a transcript online through URSA or in person at 1113 Murphy Hall. **Use this form ONLY if an Early Certificate of Completion is needed before the transcript recording date.**
3. FEES: The first certificate of completion is free of charge. A \$15.00 fee is charged to your BruinBill account for each additional copy. Do not include payment with this form. A special processing fee may be charged to your BruinBill account if the certificate is needed before grades are posted for the term and the degree auditor must take special action to verify a grade or grades, expedite a transfer credit evaluation, or obtain other documentation necessary to clear degree requirements.
4. Submit completed form directly to your degree auditor or to the UCLA Registrar, Attn: Certificate of Completion, 1113 Murphy Hall, Box 951429, Los Angeles, CA 90095-1429. This form may also be faxed to 310-206-4520.

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				
Degree Earned		Year/Term Degree Expected			
<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		Year _____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer			

NUMBER OF COPIES REQUESTED \_\_\_\_\_

### DEGREE AUDITOR INSTRUCTIONS IF CERTIFCATE CANNOT BE PROVIDED IMMEDIATELY

- Hold for pick-up at 1113 Murphy Hall
- Mail to address above

Student Signature	Date
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