

University of California, Berkeley • Graduate Division
Request for Certificate of Completion

Please submit this form if you need evidence that you have completed your degree program, prior to the degree being posted to your transcript. Before we can issue a Certificate of Completion, we must verify that required courses have grades posted to your transcript; that your registration fees or your Filing 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 Services: Appointments, Degrees, and Fellowships, 318 Sproul Hall #5900, University of California, Berkeley, Berkeley, CA 94720-5900. Direct questions to degrees@berkeley.edu or call (510) 642-7330.

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

S.I.D. # _____ Major: _____ Degree: _____

Name: _____
(*Appearing on student records.*) (Last, first, middle)

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

Degree conferral date: May 20 _____ December 20 _____

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 Certificate of Completion.

Certificates of Completion generally **require 10 days to process**. If you urgently need one sooner, please explain:

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

Please mail my certificate to:

Name: _____
(Last, first, middle)

Address: _____
(Number and street)

(City and zip code)

Signature _____ Date _____

This section for Graduate Division use only

Date dissertation/thesis filed: _____ Comprehensive exam passed: _____

Filing Fee or registration fees fully paid: _____ Academic residence requirement met: _____

Final Report sent: _____ Final Report received: _____

GPA – S/U verified: _____ Certificate of Completion issued on: _____ by _____