

INSTRUCTIONS AND INFORMATION

WHO: Undergraduates only.

DEADLINE: Student may place them selves on the current term degree candidacy list through the fifth week of instruction. After the deadline, the placement of students on the degree list is at the discretion of the dean of their college or school.

SUBMITTING FORM:

In Person: Complete the information requested on the form and present it to the Office of the Registrar, 120 Sproul Hall.

By Mail: Complete the information requested on the form and postmark no later than Friday of fifth week.

**Academic Records
Office of the Registrar
124 Sproul Hall
University of California
Berkeley, CA 94720 – 5404**

FILING LATE:

- 1). Students may submit the Bachelor Degree Candidacy Form through the fifth week of instruction to the Office of the Registrar, 120 Sproul Hall or by fax to 510-643-9819.
- 2). After fifth week of instruction, students must petition their college. See appropriate college website for application to file late candidacy.

DIPLOMAS:

Please note that diplomas are issued with your name as it appears on University records and bear the signatures of the present University and State officers. Diplomas are mailed for free approximately three to four months after the end of the term. Please supply your diploma mailing address on Bearfacts or the diploma will be sent to your permanent home address.

Important: The University Student Records System will allow only 35 characters for a name. If your name is longer than 35 characters (including spaces and comma) or if special punctuation such as tildes (~) or umlauts (¨) is required, please call this to our attention by completing the profile information section on the *Request for Academic Record Correction* form in 120 Sproul Hall and provide documentation of your full name.