ARE YOU ALREADY ON THE DEGREE LIST? CHECK BEARFACTS FIRST BEFORE FILING THIS FORM

UNIVERSITY OF CALIFORNIA, BERKELEY

OFFICE OF THE REGISTRAR

BACHELOR DEGREE CANDIDATE FORM INSTRUCTIONS AND INFORMATION ARE ON THE REVERSE. PLEASE READ BEFORE SUBMITTING.

TYPE OR PRINT IN INK.

I want to be placed on the degree candidate list for:

└ J Fall	Spring	Summer 2	20		
Name:				SID#	
Local Address:	LAST	FIRST	MIDDLE	_	
Permanent Address:	Stree	et Address	City	State	Zip Code
	Stree	et Address	City	State	Zip Code
Telephone I	No: Local/Cell <u>(</u>)	Per	manent <u>()</u>	
Email Add	ress				

DEGREE EXPECTED IN: Check appropriate box below and write in the name of your major or majors if a double major.

Type		College/School	Name of Major			
BA		Environmental Design				
BA		Letters and Science				
BS		Business Administration				
BS		Chemistry				
BS		Engineering				
BS		Natural Resources				
Are you or will you be registered for the current term? Yes No Are you currently/simultaneously enrolled in another institution? Where: If no, when were you last enrolled at UC Berkeley? Term: Year: Not Registered Students: How are you completing the degree?						
Student Signature: Date:						
Accepted By:			Date:			
Processed By:			Date:			

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.