



University of California  
Santa Barbara

## DIPLOMA RELEASE AUTHORIZATION

Office of the Registrar  
Academic Services  
University of California, Santa Barbara  
Santa Barbara, CA 93106-2015  
Phone: 805-893-3592  
Fax: 805-893-2985  
<http://www.registrar.ucsb.edu>  
[graduationmatters@sa.ucsb.edu](mailto:graduationmatters@sa.ucsb.edu)

- This form may be used *after* you have verified that your diploma is ready for pick-up at the Office of the Registrar.
- Please complete this form and return to the Registrar's office *prior to* pick-up.
- A legible copy of your photo ID (driver's license, state-issued ID, passport, etc.) must accompany this form.

This form and a legible copy of your photo ID may be returned to the Office of the Registrar via:

<b>Email</b>		<b>Fax</b>		<b>Mail</b>
<u>GraduationMatters@sa.ucsb.edu</u>	<b>OR</b>	805-893-2985	<b>OR</b>	Office of the Registrar 1101 SAASB University of California Santa Barbara, California 93106-2015

Student Name: \_\_\_\_\_

Student Perm #: \_\_\_\_\_ OR Last 4 digits of Student SSN: \_\_\_\_\_

Degree Awarded - Quarter and Year (example: Spring 2014): \_\_\_\_\_

Student Phone or email in case of need to contact: \_\_\_\_\_

*Please allow \_\_\_\_\_ to pick up my diploma from the Office of the Registrar. I understand that this person must present their photo ID in order for the Office of the Registrar to release my diploma to them.*

Student Signature (required): \_\_\_\_\_

Office of the Registrar

Walk-in hours:

Monday, Tuesday, Thursday, Friday: 9am to 12pm, 1pm to 4pm

Wednesday: 10am to 12pm, 1pm to 4pm

See website for holidays and administrative closures: <http://registrar.sa.ucsb.edu/>

The Office of the Registrar is located at:

1101 Student Affairs and Administrative Services Building (SAASB)

University of California

Santa Barbara, CA 93106-2015

Signature of person designated above: \_\_\_\_\_

(at the time of pick-up)

### OFFICE USE ONLY

Date picked up: \_\_\_\_\_ ID Verified:  Y  N By (staff initials): \_\_\_\_\_

