

Please print using black ink.

The University of Texas at San Antonio  
Office of the Registrar  
One UTSA Circle  
San Antonio, TX 78249-0608

**RELEASE OF DEGREE INFORMATION**

UNDERGRADUATE	GRADUATE
<p>Bachelor's candidates should request a <b>Letter of Degree Completion</b> from their academic advisor up to the time the semester ends.</p> <p>A <b>Letter of Degree Awarded</b> may be requested by a bachelor's candidate up to the time the degrees are posted on the transcript. After graduation, the letter will be sent once the academic advisor verifies that the student completed graduation requirements.</p> <p>I hereby authorize The University of Texas at San Antonio to prepare the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Degree Awarded (with student ID number)</li> <li><input type="checkbox"/> Letter of Degree Awarded (with social security number)</li> </ul>	<p>Master's and doctoral candidates should request a <b>Letter of Degree Completion</b> from their Graduate Advisor of Record or the College graduate advisor up to the time the semester ends.</p> <p>A <b>Letter of Degree Awarded</b> may be requested by a master's or doctoral candidate up to the time the degrees are posted. After graduation, the letter will be sent once the Graduate Advisor of Record verifies that the student completed graduation requirements.</p> <p>I hereby authorize The University of Texas at San Antonio to prepare the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Degree Awarded (with student ID number)</li> <li><input type="checkbox"/> Letter of Degree Awarded (with social security number)</li> </ul>

**Once the degrees are posted, only a transcript may be requested.**

**Any hold on a student's record must be cleared prior to processing this request.**

Complete to ensure proper identification:

Name \_\_\_\_\_ Student ID Number @ \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

Check one:

Pick up

Mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_