University of Kentucky
*The Graduate School*

# REQUEST FOR DEGREE CERTIFICATION LETTER

Before the degree certification letter can be issued we must have 1) current Application for Degree cards 2) the Final Examination card and 3) a final approved copy of the thesis or dissertation (where applicable).

**NAME**: _____ **STUDENT ID**: _____
**Last** **First** **M.I.**

**CURRENT ADDRESS**: _____

**E-MAIL ADDRESS**: _____ **TELEPHONE #**: _____

**PROGRAM**: _____ **DATE OF REQUEST**: _____

**DEGREE**: **DOCTORATE:** ◯ **MASTER'S:** ◯ **SPECIALIST:** ◯

**WHEN THE LETTER HAS BEEN GENERATED (CHECK ONE BOX BELOW) :**

◯ **I WILL PICK UP FROM THIS OFFICE**

◯ **MAIL TO THE ADDRESS GIVEN ABOVE**

◯ **MAIL TO THE FOLLOWING ADDRESS**:

**NAME**: _____

**ADDRESS**: _____

◯ **FAX TO**:

**NAME**: _____

**FAX #**: _____

Please return this completed form to Office of Graduate Academic Services, 106 Ezra Gillis Building, The Graduate School, University of Kentucky, Lexington, KY 40506. You may also FAX this form to 859.257.8557.