

## **REQUEST for DEGREE CERTIFICATION LETTER**

Degrees are conferred only three times per year, at the end of the Fall, Spring, and Second Summer semesters.

Your degree will be posted on your transcript approximately 30-45 days after the official end of the semester. You will receive your diploma approximately 45-60 days after the official end of the semester. Check with the Registrar's Office to ensure you have the correct diploma address on file.

For Employment and VISA purposes, The Graduate School can provide a Degree Certification Letter, stating that you have competed all of your requirements.

During non-peak times, a Formal Request for a Degree Certification Letter will take no less than 5 business days. During peak periods, it will take no less than 10 business days.

**NO EXCEPTIONS!!!**

Peak Periods Are:

- December 15<sup>th</sup>      --      February 1<sup>st</sup>
- May 1<sup>st</sup>              --      June 15<sup>th</sup>
- August 1<sup>st</sup>            --      September 15<sup>th</sup>

Formal requests should not be made until ALL requirements have been completed and PROCESSED. It is best not to submit your request until your Final Exam and Thesis or Dissertation Date(s) appears on your Transcript (check webUK, your unofficial transcript before submitting the request). All grades must be posted, including Incompletes.

Only ONE letter with the University of Kentucky Official Imprinted Seal will be provided. NO EXCEPTIONS. You may make copies as you need them, from the original given to you by the Graduate School.

