

Release of Degree Information

Request for Letter of Degree Awarded

- A Letter of Degree Awarded/Completed may be requested by the student from the end of the semester up to the time the degrees are posted on the transcript.
- The letter will be sent once graduation requirements have been verified.
- To request a Letter of Intent to Graduate before the end of the semester, please contact your advisor.
- Letters are NOT printed or re-printed for a student with a hold for financial obligations to the University. Clear all holds prior to submitting the request

Student Information

myUTSA ID: _____ First Name: _____ Last Name: _____

Degree Information

Select Degree *(select only one)*

Bachelor's Master's Doctoral

What is your major(s)? _____

Release Information

I hereby authorize The University of Texas at San Antonio to prepare the following:

- Letter of Degree Awarded/Completed (with Student ID Number)
- Letter of Degree Awarded/Completed (with Social Security Number)
- Letter of Degree Awarded/Completed (with both Student ID Number and Social Security Number)

*Note: Students requesting this letter with their social security number **must** pick up in person.*

Delivery Option

- Email unofficial copy to: _____
- Mail to: (Street, City, State, Zip): _____

Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements. An electronic signature (typing your name or using Acrobat to place a signature) is okay.

- The information submitted for review is true and correct to the best of my knowledge.

Student Acknowledgement

Student Signature: _____ Date: _____

Submit this Form

Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select “Registrar”
- **Term:** Select Applicable Term
- **Category:** Select “Graduation Forms”
- **Category 2:** N/A
- **Document:** Select “Release of Degree Information”

Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.

Disclaimer: *With a few exceptions, you are entitled on your request to be informed about the information UT 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 UT 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. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.*