Release of Degree Information
Request for Letter of Degree Awarded

Directions: The completed form must be submitted through the Document Uploader or emailed to GraduationCoordination@utsa.edu.

- <u>Fields to select on the Document Uploader:</u> **Department:** *Registrar;* **Term:** *Select Applicable Term;* **Category:** *Graduation Forms;* **Document:** *Release of Degree Information*

1. *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.*
2. *The letter will be sent once graduation requirements have been verified.*
3. *To request a Letter of Intent to Graduate before the end of the semester, please contact your advisor.*
4. *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

Student's Name: _____ myUTSA ID/Banner ID/Date of Birth: _____

Telephone Number: _____ Email Address: _____

Degree(s): Bachelor's   Master's   Doctoral   Major(s): _____

DELIVERY OPTION

Pick one:

Email unofficial copy to: _____

Mail to:

SIGNATURE

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

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

Student Signature*: _____ Date: _____

*Electronic signature - typing your name will suffice as an authentic signature. This form does NOT need to be printed and scanned. 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.

UTSA OFFICE USE ONLY:

Copies sent / Called for pick up?   Yes   No   Date: _____

Holds: Yes   No   Date: _____

Date: _____   Received By: _____   Processed By: _____   Form revised 8/31/23 • Page 1 of 1