

Diploma Agent Authorization

Instructions:

1. You may authorize an agent to pick up your diploma for you. Your agent must appear IN PERSON with their photo ID and this completed form to obtain your diploma. Your agent should appear at the David Geffen School of Medicine - Student Affairs Office, 885 Tiverton Dr., Suite 200, 8:00 a.m. – 5:00 p.m., Monday – Friday (except holidays).
2. Use this form only to have your agent pick up your diploma.
3. For spring graduates, diplomas are available no sooner than the first week following the Commencement ceremony. For all other terms, diplomas will be available two weeks after the end of the term. For a specific availability date call the DGSOM SAO at 310-206-0434.
4. Review your University status on <http://my.ucla.edu> for any HOLDS. Your diploma will not be released until the University holds have been removed. Holds must be released by the initiating office.

STUDENT INFORMATION

Student Full Name (PLEASE PRINT)	9-Digit UCLA ID
Permanent E-mail Address	
Year/ Term Degree Earned Year <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	

I AUTHORIZE AN AGENT TO OBTAIN MY DIPLOMA. PLEASE RELEASE MY DIPLOMA TO THE AGENT LISTED BELOW.

Student Signature	Date
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AUTHORIZED AGENT INFORMATION

Agent Full Name (PLEASE PRINT)	
Agent Signature	Date

Attach a scan, print, or photocopy of student's photo ID here or on a separate sheet