

## What if my employer needs verification of my degree?

The Graduate Division can issue you a degree verification letter that includes the information below:

Congratulations you have completed the requirements for the following degree at the University of California, Santa Barbara:

Major: Materials

Degree: Doctor of Philosophy

Conferral Date:

The letter will include other information that you need to know regarding the diploma and is issued via email.

Graduate Division cannot issue this letter or anything else in writing that states you have completed your degree until they have had the chance to confirm that you have met all degree requirements. In order for Graduate Division to complete the degree check and issue the letter, the following has to be done:

- Electronic submission of your entire committee-approved dissertation including a formatted, but *unsigned signature page and copyright permission(s)* (if required) at <http://www.etdadmin.com/cgi-bin/school?siteId=67>. Graduate Division needs to check the formatting, and if changes are required, you will need to make those changes. This may take up to a week after the date that you filed, depending on how many other people filed before you and requested rushes for their degree.
- One original, signed signature page (on 8.5 x 11 white paper, signatures in blue or black ink) delivered to the Graduate Division
- One copy of your title page delivered to the Graduate Division
- Doctoral Form III signed by all committee members (department submits this separately)
- Final Grades submitted via e-grades (grades are due the Wednesday after the last day of instruction)
- Graduate Council required Exit Surveys (they are both done online, Graduate Division will receive notification upon completion):
  - National Research Council's Survey of Earned Doctorates (*entering last 4 digits of SSN is optional*) <https://sed.norc.org/doctorate/showRegister.do>
  - UCSB Doctoral Exit Survey <http://bap.ucsb.edu/institutional.research/doctoral.exit>

Students that have recently filed need to contact the person that they filed their dissertation/thesis with, as that person will be able to let you know where you stand in the degree audit. If you cannot remember, then you will have to email [gradacademics@graddiv.ucsb.edu](mailto:gradacademics@graddiv.ucsb.edu).