

The University of Kansas
Office of the University Registrar
Statement of Degree (SOD)

1502 Building, 1502 Iowa St., Lawrence KS 66045
Phone: 785-864-4423 Fax: 785-864-3900 Email: emprocessing@ku.edu

1. SOD requests will not be processed for students with financial obligations to the University.
2. You will be billed after your request is processed. Do not send credit card information.
3. All charges are nonrefundable.
4. Do not submit the same form in multiple methods (i.e. hand deliver and fax the same form), or repeatedly submit the same request; processing and charges will be duplicated and all charges will be your responsibility.
5. If faxing the form, contact our office to confirm receipt.
6. Photo identification is required to pick up your SOD at the 1502 Building; written authorization must be granted on this form if you wish your SOD to be picked up by another person.
7. Incomplete forms or forms with inaccurately reported information will not be processed.

If you have completed all requirements for a degree during the current semester order a **Statement of Forthcoming Degree**. Do not use this form if you have not graduated.

PART 1: Billing Address & Identifying Information

Student Name: _____ Student KU ID: _____
Address: _____ City: _____
State: _____ Zip: _____ Country if other than the U.S.: _____ Telephone: _____
E-mail Address: _____ Student Date of Birth: _____

PART 2: Degree Information

Select Graduation Term: Fall Spring Summer Graduation Year: _____

Degree Earned and Major(s): _____

PART 3: Processing Options:

Options (a) thru (e) are processed in the order they are received; (f)-(j) are processed upon receipt and put into transit same day if received by 12:00p.m. CST.

- | | |
|---|---|
| (a) pick up at the 1502 Building (\$15 each) | (f) expedited pick up at the 1502 Building (\$41 each) |
| (b) email (\$15 each) | (g) expedited email (\$41 each) |
| (c) U.S. domestic mail via USPS (\$15 each) | (h) expedited U.S. domestic mail via USPS (\$41 each) |
| (d) International Air mail (outside U.S.) (\$22 each) | (i) expedited via International Air mail (outside U.S.) (\$91 each) |
| (e) mailed via Federal Express (\$40 each) | (j) expedited mail via Federal Express (\$76 each) |

Processing option (enter option from a-j above): _____ Number of copies: _____

Name: _____ Attn: _____

Address: _____ City: _____

State: _____ Zip: _____ Country if other than the U.S.: _____

When option (a) or (f) is selected, name of person who will pick up (bring photo id): _____

When option (b) or (g) is selected, provide recipient e-mail address: _____

Check box if additional requests are included on back. Please duplicate information included in Part 3 to ensure all necessary information is included on the request.

PART 4: Student Signature: _____ **Date:** _____