

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

KU Visitor Center, 1502 Iowa St., Lawrence KS 66045
Phone: 785-864-4423; Fax: 785-864-3900

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) Photo identification is required to pick up your SOD in the KU Visitor Center; written authorization must be provided with this form if you wish your SOD to be picked up by another person. 5) 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. 6) If faxing your request, call our office to confirm receipt. 7) Incomplete forms or forms with inaccurately reported information will not be processed.

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Additional Information: Graduate students who complete all requirements for a degree during the current semester must order a Statement of Forthcoming Degree. **DO NOT USE THIS FORM IF THE STUDENT HAS NOT GRADUATED.**

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A Statement of Degree may be ordered during finals if you expect to graduate, however, it will not be processed until the degree has been finalized and posted. No refund is given if you do not graduate.

PART 1: Billing Address & Identifying Information

Student Name: _____ E-mail Address: _____

Street: _____ City: _____

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

Date of Birth: _____ Social Security Number: _____

PART 2: Degree Information

KU ID #: _____ When did you Graduate: Fall Spring Summer Year: _____

Degree Earned: _____

Major(s): _____

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PART 2: Processing Charges Choose ONE type

REGULAR PROCESSING: Requests are processed in the order they were received, via walk-in, mail and fax

Pick-up \$3 – I will pick up _____ copies (indicate the number of copies for pick up)

Mail in the U.S.-Domestic \$3 International Air Mail (destinations outside the U.S.) \$10 Federal Express \$28

EXPEDITED / SAME DAY PROCESSING: Requests are processed upon receipt. (Pick Up is available only at the KU Visitor Center, 1502 Iowa St)

*All same day requests: pick up, US Domestic mail, International Mail, Air Mail, and same day Federal Express are processed the same day and put into transit when received by 12:00 p.m., CST.

*Pick Up \$15 – I will pick up _____ copies (indicate the number of copies for pick up) *U.S. Mail \$15

*International Air Mail \$22 *Federal Express \$40 *International Fed Express \$40+other charges (Call for quote)

PART 3: Send to the following Address(es): How many statements to the following address? _____

Name: _____ Attn: _____

Street: _____ City: _____

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

How many statements to the following address? _____

Name: _____ Attn: _____

Street: _____ City: _____

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

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