

# Division of Graduate Studies Special Services Fee

**Please follow the instructions below to obtain the service you require:**

1) Complete the Service Requested portion of this form. 2) Take your completed form to the Cashier's Window in the south lobby of the Joyal Administration Building. 3) Make payment. The Cashier will receipt the form and return it to you with a register receipt. 4) Return the register receipt to the Graduate Office to obtain the service requested. This receipted form will serve as your own proof of payment.

<b>SERVICE REQUESTED</b>		<b>Cost Per Copy</b>	<b># of Copies Needed</b>	<b>Total Cost</b>
<input type="checkbox"/>	Enrollment verification (Thesis/Project "zero" unit/continuation only; all other cases are verified by the Registrar)	\$ 5.00	_____	\$ _____
<input type="checkbox"/>	Certification of student's completion of requirements for the master's degree to be granted, a certificate of advanced study, or a second option.	\$ 5.00	_____	\$ _____
<input type="checkbox"/>	Certification of student's completion of requirements for the doctoral degree to be granted.	\$ 5.00	_____	\$ _____
<input type="checkbox"/>	Duplication of foreign documents (per page)	\$ 5.00	_____	\$ _____
<input type="checkbox"/>	Duplication of lost documents or for a second copy of any document previously provided.	\$ 5.00	_____	\$ _____
<input type="checkbox"/>	Change of Graduate Degree or Credential Objective	\$ 5.00	_ N/A _	\$ _____
			Total Fee	\$ _____
Student Name: _____ SS/ID #: _____ Date: _____ Address: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Street</span> <span>City</span> <span>State</span> <span>Zip</span> </div> Phone: _____ Email : _____				
<b>CASHIER'S USE ONLY</b>				
<b>Item Code #91075</b>				
Special Services Fee	<u>Account #</u> 535901	<u>Fund</u> 49640	<u>Org. ID</u> 36320	<u>Program</u> 3001