

**OFFICE OF ACADEMIC RECORDS AND REGISTRAR
RETURNING STUDENT DEGREE CHECK APPLICATION**

Students who last attended USC prior to fall 1998 are subject to \$300.00 Degree Check document preparation fee. To request a Degree Check, which itemizes your remaining degree requirements, please submit this form along with a clear photocopy of a valid government issued picture identification and the \$300.00 document preparation fee. Please allow up to nine weeks for your Degree Check request to be processed. It will be mailed to the address you have provided below.

Name on record when last attended:

Last Name _____ First Name _____ M.I. _____ Birth Date _____ / _____ / _____

Email Address _____ Telephone Number _____ Dates of Attendance at USC _____

USC ID Number (if known) _____ Degree Program (e.g. BA, MS, PhD) _____ Major _____

School (e.g. Cinema, Law) _____

Mailing Address:

Street _____ City _____ State _____ Zip _____

PLEASE LIST ALL institutions of higher education attended:

| Name: | Dates of Attendance: |
|-------|----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Students are required to provide transcripts all course work attempted at any postsecondary institution, regardless of the type of course(s) or quality of the work. **A student's failure to provide transcripts for all course work attempted while away from USC may result in denial of transferred course work and a charge of a violation on the university's academic integrity policies.**

Most students must return to USC to complete their degree. Are you able to attend courses at USC? Yes No

I have enclosed the **\$300.00 fee** (Check or money order made payable to the **University of Southern California**) and any necessary documentation, including **a clear photocopy of my government-issued picture identification.**

Signature _____ Date _____

MAIL TO: University of Southern California • Degree Progress Department • 700 Childs Way, JHH-010 • Los Angeles, CA 90089-0912

| FOR AR&R OFFICE USE ONLY | | | |
|--------------------------|---------------------------|------------|-------------------------|
| Date Received _____ | Payment Received \$ _____ | Chk# _____ | Employee Initials _____ |