Instructions on how to transfer Fall Commencement Ceremony tickets:

1. To register for your celebration ticket, you will need to activate your account using your UID number. **You will only need to activate your new account one time.** (If your UID starts with a “0”, please enter a 1 in front of your UID (ex. 1009999999), otherwise enter your 9 digit UID.)
2. Once you confirm your email address and choose your password, please select “Next” on the bottom right hand corner of the webpage.
3. You will then be taken to the “My Account” page, under “My Tickets” please select “Transfer.”
4. Next you will select the amount of tickets that you would like to transfer for the Fall Commencement Ceremony in the checkbox and then select “Continue”.
Next, provide the phone number or email of who you would like to transfer the tickets to and select “Continue”. The recipient will have up to 48 hours to accept the transfer.
6. You will then receive a confirmation that the transferred ticket was sent. Once again the recipient would have up to 48 hours to accept the transfer. Once the ticket is transferred, you will no longer have access to the original tickets.

If you have any questions, you can contact the Central Ticket Office via email at cto@tickets.ucla.edu (M-F, 8:30am-5:00pm) or by live chat on our website at www.tickets.ucla.edu