REQUEST FOR GRADUATION CERTIFICATION
Office of Admissions and Records (WH 290)

STUDENT ID: __________________________ PHONE NUMBER: __________________________

LAST NAME: __________________________ FIRST NAME: __________________________

ADDRESS: __________________________ CITY: ____________ STATE: ___ ZIP CODE: ______

DEGREE/MAJOR: __________________________

THIS FORM MUST BE COMPLETED AND RETURNED PRIOR TO THE END OF THE TERM

CURRENTLY ENROLLED?  Y/N  If so, # of units enrolled: _______ Graduation Term: ________________

CERTIFICATION NEEDED FOR: Employment □  School □  Other □ (Please Explain): ______________________

CHECK TYPE OF LETTER REQUESTED:

_____ DECLARATION OF CANDIDACY
This certification verifies that a student is a candidate for graduation and the expected graduation date. In order to be certified, the student must have filed an application for award of degree for the term requested.

_____ VERIFICATION OF COMPLETED DEGREE REQUIREMENTS
This verification can be processed only if the student has applied to graduate and all requirements are met (not including work in progress). If the student is currently enrolled in work that is needed to be computed in the student’s eligibility to graduate, this verification request will not be approved.

A $4 fee is required for either the Declaration of candidacy or the Verification of Completed Degree Requirements to be processed.

LETTER SHOULD BE ADDRESSED TO:

___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________

_____ Hold letter for will call
_____ Mail letter to addressee
_____ Mail to student

Student Signature __________________________ Date __________________________

Last Updated: September 12, 2018