

Cashier's Stamp Document
Processing fees received:



FOR OFFICE USE ONLY

**REQUEST FOR GRADUATION
CERTIFICATION**
THE REGISTRAR'S OFFICE

DATE STAMP & INITIAL HERE

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