

## GRADUATE DEGREE CERTIFICATION REQUEST

A letter of certification may be written only for students who have applied for the graduate degree to be granted and have completed all requirements for the awarding of the degree, including official grades posted in all courses. The Division of Research and Graduate Studies personnel must evaluate your file prior to issuing the certification letter. To request a certification letter, all items listed below must be on file in the Research and Graduate Division and/or the University Academic Records Office:

- Official grades posted in all courses, including those for the current term
- Graduate Degree Clearance form
- Final thesis clearance by the Thesis Consultant, if applicable

**Name** \_\_\_\_\_  
Last First Middle

**Address** \_\_\_\_\_  
Street City State Zip

**ID Number** \_\_\_\_\_

**Phone (Day)** \_\_\_\_\_ **Phone (Evening)** \_\_\_\_\_

**Anticipated date (term) of graduation** \_\_\_\_\_

**Number of copies needed** \_\_\_\_\_

**Mail letter to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mail letter to me**

**I will pick up letter**

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### FOR OFFICE USE ONLY

**Applied for graduation**

**Graduate Degree Clearance on file**

**Evaluation complete**

**Thesis cleared (if applicable)**

**All requirements complete**

**All grades posted**

**DATE CERTIFICATION LETTER ISSUED:** \_\_\_\_\_