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

<table>
<thead>
<tr>
<th>STUDENT ID:</th>
<th>PHONE NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME:</td>
<td>FIRST NAME:</td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>CITY:</td>
</tr>
<tr>
<td>STATE:</td>
<td>ZIP CODE:</td>
</tr>
</tbody>
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DEGREE/MAJOR: __________________________

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**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 ___________________