



Student Instructions:

1. Complete one request for each address to which you are sending copies.
2. For more than one copy to the same address, complete only one form.
3. **All financial obligations to the university must be satisfied prior to the release of letters verifying a completed degree.**

Student Section:

Student name _____ APU ID # _____ - _____ - _____

Student Address _____
Street City State ZIP

I request a Letter of Degree Verification be sent to:

Name _____
(Examples: "To Whom It May Concern," "Dr. Nancy Smith," self, etc.)

Address _____
Street City State ZIP

I request the letter verify:

- grade-point average
- degree earned*
- other; please specify: _____

I need this letter by**: _____

Number of copies of letter to above address: _____

Student Signature (REQUIRED - Cannot process without student signature) Date

Daytime phone (_____) _____

* Letter of Verification of degree earned may be delayed if proof of completion of degree requirements (including grades in final course work) have not been received by the Graduate Registrar.

**** The Graduate Center will make every effort to accommodate student needs. However, we ask for three weeks notice on all requests.**