



Request for Letter of Verification

Office of the Graduate Registrar

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 unless approved by the Office of Graduate Student Financial Services.

Student Section:

Student name _____ APU ID # _____ - _____ - _____

Student Address _____
Street City State ZIP

I request a Letter of 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:

- anticipated graduation date
- total number of credits completed
- enrollment dates for current term
- number of credits attempted in current term
- grade-point average
- degree earned*
- other; please specify: _____

I need this letter by**: _____

* 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 registrar.

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

Number of copies of letter to above address: _____

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

Daytime phone (____) _____

OFFICE USE ONLY

Received in GR Reg Office _____ SFS Approval _____ Date Sent _____ By _____

