

Request for Written Verification

Name: _____
Last First M.I. UH ID # Phone

Graduating Seniors:

I have officially applied for graduation and am requesting a letter that certifies that:

1. **I am in my final semester and currently completing all of my remaining degree requirements.**
[Available after the last day to drop classes online. Form #54a.]
2. **I have finished all degree requirements, my grades are posted, and am eligible for graduation.**
[Available once final grades are posted in STAR but before graduation has been certified. Student may submit grades via signed statements from instructors. This fulfills military commissioning requirements. Form #54b.]
3. **I have been approved for graduation.**
[Available after graduation has been certified by the Advising Center and before the official Graduation List has been signed. This fulfills JET program requirements. Form #54b1.]
4. **I have graduated but it is not yet on my transcripts.**
[Available after the official Graduation List has been signed and before the graduation has been recorded on transcripts. Form #54.]

If you would like additional information included in the letter, please include below:

If you would like your written verification mailed, provide a self-addressed stamped envelope with this form; otherwise, you will receive an email to pick up the written verification at our Service Counter in Sinclair 301.

Your signature Date

FOR OFFICE USE ONLY:

Request _____ approved - Letter prepared _____
adviser/date date sent

_____ denied – Reason _____