

How to use this form: the student completes Section A, then has the personnel designated in each of the other sections' headers complete Sections B, C, D and E. If the letter is for postdoctoral employment at the University of Florida, the student must complete Section F as well. **Please be thorough and accurate: incomplete, incorrect or unsigned forms cannot be processed.**

SECTION A: STUDENT INFORMATION

Student Name	Student UFID	Student Telephone Number	Student E-Mail Address
College	Major	Degree	

Have you submitted a degree application form for the term in which you are graduating? Yes No
 Did you register for the term in which you are graduating? Yes, for _____ (number) credits No
 Do you need this letter to be mailed? Yes, _____ (number) copies No

If the letter is to be mailed, please type or print the address here (name, street address, city, state/province, postal code, country):

I understand that this is not certification of my degree. It is verification of my current degree candidate status. Ultimately, it is my responsibility to ensure that I have satisfied all department, college and university requirements for certification of my degree. I also understand that I must fulfill the final term registration requirement if I am not cleared prior to the first day of classes.

Student Signature _____ Date _____

SECTION B: INSTRUCTOR VERIFICATION (Please fill in grade, signature and date by hand in ink)

Verification of final term grades for all courses (including special FEEDS, distance learning, module, etc. programs that end prior to the traditional semester calendar):

Course Prefix and Number	Grade	Instructor Name (Type or Print)	Instructor Signature	Date

SECTION C: SUPERVISORY COMMITTEE CHAIR VERIFICATION (Please fill in dates and signature by hand in ink)

I understand this student has applied for the degree designated in Section A and verify the following:

The student's degree program is... non-thesis. project in lieu of thesis. thesis or dissertation.
 If thesis or dissertation, has the student submitted an acceptable one? Yes, final examination date was _____ (type or print) No
 The student's program of study is... completed. in progress.

Supervisory Committee Chair Signature (if thesis/project/dissertation) _____ Graduate Coordinator Signature (if non-thesis) _____ Date _____

SECTION D: COLLEGE DEAN VERIFICATION

The dean of the college designated in Section A anticipates this student's degree will be conferred _____ (type or print semester and year).

College Dean Signature _____ Date _____

SECTION E: EDITORIAL OFFICE VERIFICATION (This section is not required for non-thesis students)

Student made final submission of thesis/dissertation Final examination form is on file and is dated _____ (type or print date)

Editorial Office Personnel Signature _____ Date _____

SECTION F: INFORMATION FOR UF POSTDOCTORAL EMPLOYMENT (at the University of Florida only)

Name of Employing Department	Effective Starting Date of Employment	Official Position Title

FOR GRADUATE SCHOOL USE ONLY

Processed by: _____
 Graduate School Student Records Personnel Signature _____ Date _____

TO CLEAR ALL ENTRIES AND RESET FORM, CLICK HERE.