

Undergraduate Graduation Candidate Letter Request

Use this form to request a letter to provide information regarding the completion of degree requirements prior to the official posting of that degree to the student's academic record. This verification may only be requested by **undergraduate students** who have applied to graduate and are in their final term of enrollment.

Allow one to three business days processing time for requests, plus mailing time. Requests cannot be faxed. Please submit one form for each request.

International Students: Do not use this form if you need invitation letters for family and friends visiting for commencement. Please visit the International Education Services website (<http://ies.umbc.edu/inviting-family-and-friends/>) for instructions on how to draft your own invitation letter. UMBC does not provide letters of invitation.

Personal Information

Campus ID #: _____ Email Address: _____

Name: _____

Last First Middle

Letter Information

Anticipated Graduation Term: Fall _____ Spring _____
 Summer _____

Include attachment(s) submitted with form

Mailing Information

Mail verification to the following: _____

Name/Organization

Address

City/State/Zip/Country

Email verification to the following: _____
(cannot be emailed to students)

I Will Pick-Up (You will receive an email once ready)

Authorization

I certify that I am the above named person requesting this letter.

 Student's Signature

 Date