

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

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 _____

(You must have applied for ☐ Summer _____

graduation)

Mailing Information

- ☐ Mail verification to the following:
- Name/Organization _____
- Address _____
- City/State/Zip/Country _____
- ☐ Email verification to the following:
- (cannot be emailed to students)
- Name of Recipient _____
- Email address _____
- ☐ 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