

## Undergraduate Graduation Candidate Letter Request

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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.

**Please email this form to [graduation@umbc.edu](mailto:graduation@umbc.edu) for processing.** 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 at <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

Email verification to the following: \_\_\_\_\_  
(cannot be emailed to students) Name of Recipient

\_\_\_\_\_  
Email address

**Authorization: I certify that I am the above-named person requesting this**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date