

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.

Please email this form to 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