



## REQUEST FOR LETTER OF CERTIFICATION

The Graduate School can provide a letter verifying completion of all degree requirements prior to the posting of your degree to your official UW transcript.\*

### Requirements before submitting request form:

- All [degree requirements](#) completed
- Degree Audit ([My Plan](#)) cleared
- Doctoral students: final exam "pass" received from department
- Masters students: department recommended graduation on Master's request
- Master's thesis/doctoral students: submitted [Electronic Thesis and Dissertation \(ETD\)](#)

\*The Graduate School begins processing graduations after the end of each quarter. If you already received the congratulatory "degree approved" email from [uwgrad@uw.edu](mailto:uwgrad@uw.edu), we cannot issue a letter to you. Instead, [transcripts](#) and/or [diplomas](#) can be ordered via the University Registrar.

**Email the completed request form to Graduate Enrollment Management Services at [uwgrad@uw.edu](mailto:uwgrad@uw.edu).**

Due to the high number of graduating students and the processing time involved, **it may take up to 2-4 weeks to receive your certification.** If you need the letter by a certain date for employment or for visa purposes, [schedule an appointment](#).

**STUDENT INFORMATION** Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ UW Student No. \_\_\_\_\_

Degree/Department (PhD Physics, MA Art, etc.): \_\_\_\_\_

Qtr/Yr Degree to be Awarded \_\_\_ SUM \_\_\_ AUT \_\_\_ WIN \_\_\_ SPR Year \_\_\_\_\_

Email Address: \_\_\_\_\_

**LETTER INFORMATION** This letter should be addressed:

\_\_\_ To Whom It May Concern \_\_\_ Dr. \_\_\_ Mr. \_\_\_ Ms. Name: \_\_\_\_\_

**DELIVERY INFORMATION** This letter should be:

\_\_\_ Emailed to student \_\_\_ Emailed to other: \_\_\_\_\_

**Additional Notes:**

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