

**How to use this form:** the student completes Section A, then has the personnel designated in each of the other sections' headers complete Sections B, C, D and E. If the letter is for postdoctoral employment at the University of Florida, the student must complete Section F as well. **Please be thorough and accurate: incomplete, incorrect or unsigned forms cannot be processed.**

**SECTION A: STUDENT INFORMATION**

Student Name	Student UFID	Student Telephone Number	Student E-Mail Address
College	Major	Degree	

Have you submitted a degree application form for the term in which you are graduating?  Yes  No  
 Did you register for the term in which you are graduating?  Yes, for \_\_\_\_\_ (number) credits  No  
 Do you need this letter to be mailed?  Yes, \_\_\_\_\_ (number) copies  No

If the letter is to be mailed, please type or print the address here (name, street address, city, state/province, postal code, country):  
 \_\_\_\_\_

I understand that this is not certification of my degree. It is verification of my current degree candidate status. Ultimately, it is my responsibility to ensure that I have satisfied all department, college and university requirements for certification of my degree. I also understand that I must fulfill the final term registration requirement if I am not cleared prior to the first day of classes.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION B: INSTRUCTOR VERIFICATION (Please fill in grade, signature and date by hand in ink)**

Verification of final term grades for all courses (including special FEEDS, distance learning, module, etc. programs that end prior to the traditional semester calendar):

Course Prefix and Number	Grade	Instructor Name (Type or Print)	Instructor Signature	Date

**SECTION C: SUPERVISORY COMMITTEE CHAIR VERIFICATION (Please fill in dates and signature by hand in ink)**

I understand this student has applied for the degree designated in Section A and verify the following:

The student's degree program is...  non-thesis.  project in lieu of thesis.  thesis or dissertation.  
 If thesis or dissertation, has the student submitted an acceptable one?  Yes, final examination date was \_\_\_\_\_ (type or print)  No  
 The student's program of study is...  completed.  in progress.

Supervisory Committee Chair Signature (if thesis/project/dissertation) \_\_\_\_\_ Graduate Coordinator Signature (if non-thesis) \_\_\_\_\_ Date \_\_\_\_\_

**SECTION D: COLLEGE DEAN VERIFICATION**

The dean of the college designated in Section A anticipates this student's degree will be conferred \_\_\_\_\_ (type or print semester and year).

College Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION E: EDITORIAL OFFICE VERIFICATION (This section is not required for non-thesis students)**

Student made final submission of thesis/dissertation  Final examination form is on file and is dated \_\_\_\_\_ (type or print date)

Editorial Office Personnel Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION F: INFORMATION FOR UF POSTDOCTORAL EMPLOYMENT (at the University of Florida only)**

Name of Employing Department	Effective Starting Date of Employment	Official Position Title

**FOR GRADUATE SCHOOL USE ONLY**

Processed by: \_\_\_\_\_  
 Graduate School Student Records Personnel Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO CLEAR ALL ENTRIES AND RESET FORM, CLICK HERE.**