



University of California, Davis  
Office of the University Registrar

**Letter of Certification —  
Undergraduate  
Completion of Requirements**

One Shields Avenue, Davis, CA 95616-8692 / Information: (530) 752-3639 / Fax: (530) 752-6906

Letter certifying completion of degree requirements can be issued after final grades are posted, but prior to degree posting and you have filed to graduate. A letter can be issued for the following reasons: employment; promotion; military commission; admission to program, organization, university.

Complete this form and return it, and the \$10.00 fee, to the Cashier's Office, in 1200 Dutton Hall, or by mail to the Cashier's Office, University of California Davis, PO Box 989062, West Sacramento, CA 95798-9062. Make fee payable to UC Regents. Students in the College of Letters and Science must complete a major certification with their department. **Students in the colleges of Letters and Science and Agricultural and Environmental Sciences must have their major department notify their dean's office that the student has met the major requirements.**

**Allow 3-6 weeks after the end of quarter for grades to be posted.**

**Personal Information**

Student ID Number \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Graduation quarter/year \_\_\_\_\_ College \_\_\_\_\_  
 Major \_\_\_\_\_ Degree \_\_\_\_\_

**Mailing Information**

Send certification letter(s) to the following:

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

**Payment Information (for mail orders, only; no faxed, e-mail, and e-mail attachment orders accepted)**

Paid by:  MasterCard  Visa  Discover  Paid at Cashier  
 Credit card number \_\_\_\_\_ Expiration date \_\_\_\_\_  
 Name on credit card \_\_\_\_\_  
 Signature (for credit card payment) \_\_\_\_\_

I certify that I am the above named person and the information I have provided is accurate.

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

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