



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, with payment (\$15.00 per letter), 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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