



University of California, Davis
Office of the University Registrar

**Request for
Letter of Certification**

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

Complete this form and return it, with 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. Allow 4 days processing time for regular mail requests, 24 hours for rush requests, plus mailing time.

Fees

\$15.00 for regular mail requests; \$25.00 for fax service or for 24-hour service requests for letters sent for the following:

- Insurance companies
- Medical insurance
- Credit card applications
- Home mortgage
- Military ID
- Degree verification
- Prior attendance
- Computer purchase
- Trade journal discounts
- International IDs
- Certification of enrollment
- Application for scholarships, fellowships, grants

There is no fee* for the following letters (*\$25.00 fee required if request is for fax or 24 hour service):

- Housing and Urban Development (HUD)
- Social Security agencies
- County agencies (re. income and expense)
- Verification of family member enrollment for financial aid
- Subsidized housing
- Low-income housing
- Subsidized day care
- City of Davis day care
- Parks and recreation day care
- Loan deferment
- Greater Avenues for Independence Network Social Services (GAIN) program
- Scholarship letters to obtain money you have already been awarded.

Personal Information

Student ID Number _____ E-mail Address _____

Name _____

Phone _____ Birth date _____

Quarter to certify _____ Anticipated graduation date _____

Mail letter to the following: Name _____

Address _____

City/State/Zip _____

or Fax number (for rush/faxed letters) _____

Letter Information

Choose the letter that most closely meets your needs:

- Certification without academic standing, term GPA, or cumulative GPA
Used for health insurance, general enrollment verification, loan deferments, day care verification.
- Certification with academic standing, term GPA, and cumulative GPA
Used for good student auto insurance discounts, employment purposes.
- Scholarship verification
Name of scholarship _____
- Certification of degree awarded

Office use only

Date issued _____

By _____

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

Paid by: MasterCard Visa Discover Service: Regular Mail Rush; same day processing

Credit card number _____ Expiration Date _____

Name on credit card _____

Signature (for credit card payment) _____

I certify that I am the above named person requesting this letter.

Student signature _____ Date _____