



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 requests, 24 hours for rush requests, plus mailing time.

Fees

\$10.00 for regular requests; \$20.00 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 (\*\$20.00 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
Certification with academic standing, term GPA, and cumulative GPA
Scholarship verification
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 [ ] Rush

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 \_\_\_\_\_

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