Education verifications are official documents from the Office of the University Registrar of UC Davis. They are printed on letterhead and include our legal seal and the Registrar’s signature. Education verifications provide information regarding enrollment status and include the student’s name, student identification number, start and end dates of the selected term, status (full time or part-time), and expected graduation date. Verifications are unique to the term for which they are requested. Verifications are not transcripts; they do not contain a complete list of courses, grades and grade point average (GPA) for each term. If this is the information you require, please see our website for information on Transcripts at [http://registrar.ucdavis.edu/records/transcripts/index.cfm](http://registrar.ucdavis.edu/records/transcripts/index.cfm).

**Enrollment Verification**

Enrollment verifications are frequently used to verify enrollment status for eligibility for financial aid and/or services such as health insurance, car insurance, county agencies, subsidized child care, loan deferments and scholarships. You must be enrolled in classes for a given term in order for us to provide you with a verification of the term. If your fees have not yet been paid for the term, the following notation will appear: “This student is not considered a registered student for the term listed above. The student has enrolled in courses but has not paid fees for the term.”

**GPA Verification**

GPA verifications are often used for scholarships and good student discounts. We provide verification including UC GPA once grades are official for the quarter, approximately two-four weeks after the end of the term.

**Completion of Undergraduate Degree Requirements Verification**

Completion of Undergraduate Degree Requirement Verifications provide information regarding the completion of degree requirements prior to the official posting of that degree to the student’s academic record. This verification may only be requested by undergraduate students who have filed to graduate and whose final grades are available for the student’s last term of enrollment; graduate and professional school students please consult your college for more information on a similar service. Letters of completion are often requested for reasons such as employment, promotion, military commission, and admission to a program, organization or university. Rush processing is not available for this request.

**Degree Verification**

If you have been approved by your college for graduation and your degree has been posted to your record (approximately eight-ten weeks after the end of the term in which you graduate) you can order a verification of degree awarded. This letter will verify the degree you have completed without GPA, Course Titles or Grades.

**Request your verification at the Office of the University Registrar**

- In 3100 Dutton Hall.
- Monday–Friday, 10:00 a.m.–4:00 p.m. (PST).
- **If paying per service**, pay by Visa, MasterCard, or Discover.
- We do not accept cash or checks.

**Request your verification by mail**

Send your verification order form to:

Cashier’s Office  
University of California, Davis  
PO Box 989062  
West Sacramento, CA 95798-9062

- **If paying per service**, pay by Visa, MasterCard, or Discover (include expiration date) or by check or money order payable to UC Regents.

There is no cost for Education Verifications sent directly to one of the following: Housing and Urban Development, Social Security Agencies, County Agencies (re: income and expense), Verification of family member enrollment for financial aid, Subsidized or low-income housing, Subsidized, City of Davis or Parks and recreation day care, Loan Deferment, Greater Avenues for Independence Network Social Services (GAIN) program, or Scholarship letters to obtain money you have already been awarded.

We do not accept payment information by fax, phone, or email.
Please complete and return this form to the Cashier's Office, University of California Davis, PO Box 989062, West Sacramento, CA 95798-9062. Allow one to three business days processing time for requests, plus mailing time. Please submit one form for each type of letter requested.

**Personal Information**

Student ID Number __________________________ Email Address __________________________

Name: Last_______________________________ First_______________________________ Middle___________________________

Phone ___________________________ Birth date __________________________

**Letter Information**

Term to verify__________________________ Year______________ Anticipated Graduation Date __________________________

Choose the letter that most closely meets your needs:

- [ ] Enrollment. Please Select: [ ] Current Term [ ] Enrollment History [ ] Specific Term __________________________
- [ ] Scholarship verification (Name of Scholarship) __________________________
- [ ] UC GPA (available 2-4 weeks after the end of term) __________________________
- [ ] Completion of Undergraduate Degree Requirements (available 3-6 weeks after term, student must be filed to graduate) __________________________
- [ ] Degree Awarded (available 8-10 weeks after end of term) __________________________
- [ ] Include attachment(s) submitted with form __________________________

**Mailing Information**

Mail _____ Verification(s) to the following, please note cost is per letter (see other side):

Name/Company_____________________________________________________________________________________________

Address_________________________________________________________________________________________________

City/State/Zip/Nation_________________________________________________________________________________________

or Fax number ($10 processing fee required)

________________________________________________________________________

**Authorization**

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

Student signature_________________________________________ Date________________________

**Payment Information**

We do not accept payment information by fax, phone, or email. All fax requests have a processing fee of $10 per fax. Only Non-Degree seeking students and those in M.B.A., J.D., M.D., D.V.M. degree programs are required to pay the $15 per service verification fee.

Number of faxes: __________________________ @ $10.00 each = __________________________

Number of verifications: __________________________ @ $15.00 each = __________________________

Total paid __________________________

Paid by: [ ] MasterCard [ ] Visa [ ] Discover

Credit card number __________________________ Expiration date __________________________

Name on credit card __________________________

Signature __________________________________

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**Office use only**

Date issued __________________________

By __________________________ $ __________

Inv.# _________ $ __________