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 Office of the University 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 or grades 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.

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. Students must be enrolled in classes for a given term in order to provide a verification of the term. If 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.”

Scholarship verifications provide payment and remittance information for the scholarship donor.

To receive the verification letters listed below, the student must be in paid status; having paid fees for the term.

Class Registration verifications display the registered courses (subject, course, CRN, Course Title) for the term.

Tuition and Fee verifications display the tuition, fees, and health insurance (SHIP) that have been assessed for the term.

GPA verifications are often used for scholarships and good student discounts. This verification includes UC GPA once grades are official for the term, and is available approximately two-four weeks after the end of the term.

Degree verifications are used to verify the completed degree with major and minor information without providing GPA, Course Titles or Grades. This verification letter is only available once the student has been formally degree awarded; approximately eight-ten weeks after the end of the graduation term.

Payment Information

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. We do not accept payment information by fax, phone, or email.

If paying per service, pay by Visa, MasterCard, or Discover (include expiration date) or by check or money order payable to UC Regents. Mail the completed form with payment to the Cashier’s Office (see address above) or bring to the Office of the University Registrar in 3100 Dutton Hall.

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.

For additional assistance, use Contact an Expert at https://my.ucdavis.edu/ask_us/.
Complete and bring to the AggieCard Office in 253 Memorial Union or mail 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(s) that you are requesting:

- [ ] Enrollment for Term
- [ ] Class Registration for Term
- [ ] Tuition and Fees for Term
- [ ] Scholarship Verification (Name of Scholarship) ________________________________________________________________
- [ ] 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_________________________________________________________________________________________

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

Student signature ___________________________________________ Date ________________________________

A “wet” or ink signature is required; an electronic signature will not be accepted because it cannot be authenticated by the university.

**Office use only**

Date issued ________________ By ________________ Check#/Seq# ____________ $ ____________

**Payment Information – If required**

We do not accept payment information by fax, phone, or email. 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 verifications: ____________________________ @ $15.00 each = ____________________________

Total paid ____________________________

Paid by: Check# ________ [ ] MasterCard [ ] Visa [ ] Discover

Credit card number ____________________________ Expiration date ____________________________

Name on credit card ________________________________________________________________________________

Signature __________________________________________________________________________________________

PRINTED MATERIAL RETIRED 03/26/2020

OFFICE OF THE UNIVERSITY REGISTRAR
One Shields Avenue, 3100 Dutton Hall
Davis, CA 95616-8692
Office: 530-752-3639 | Fax: 530-752-6906

Request for Educational Verification

This revision supersedes all earlier revisions.