

**How to use this form:** The student completes Section A, then the personnel shown in each of the other sections' headers complete Sections B, C, D, and E. If the letter is for University of Florida postdoctoral employment, the student must complete Section F as well.

Please be thorough and accurate. Incomplete, incorrect, or unsigned forms cannot be processed.

### SECTION A: STUDENT INFORMATION

Name	UFID	Telephone Number	Email Address
College	Major	Degree	

**Did you submit a degree application for the term in which you are graduating?**
 Yes  No  
**Did you register for the term in which you are graduating?**
 Yes, for \_\_\_\_\_ (number) credits  No

I understand that this form does not certify my degree, but only verifies my current degree candidate status. I understand that I am responsible for satisfying all department, college, and university requirements for certification of my degree and that I must fulfill the final term registration requirement if I am not cleared prior to the first day of classes.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION B · INSTRUCTOR VERIFICATION

Verification of final term grades for all course (including special FEEDS, distance learning, module, etc.) programs that end before the traditional semester calendar.

Course Prefix and Number	Grade	Instructor Name	Instructor Signature	Date

### SECTION C · SUPERVISORY COMMITTEE CHAIR VERIFICATION

I understand that this student has application for the degree shown in Section A and verify that...

The student's degree program is... <input type="checkbox"/> non-thesis. <input type="checkbox"/> project in lieu of thesis. <input type="checkbox"/> thesis or dissertation.	If thesis or dissertation, is it completed? <input type="checkbox"/> Yes, final exam date was _____. <input type="checkbox"/> No.	The student's program of study is... <input type="checkbox"/> completed. <input type="checkbox"/> in progress.
---	---	--

Supervisory Committee Chair Signature (or Graduate Coordinator if non-thesis) \_\_\_\_\_ Date \_\_\_\_\_

### SECTION D · COLLEGE DEAN VERIFICATION

The dean of the college designated in Section A anticipates this student's degree will be conferred \_\_\_\_\_ (semester and year).

College Dean or Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION E · GRADUATE SCHOOL VERIFICATION (FOR GRADUATE SCHOOL USE ONLY)

Thesis/dissertation students only	All students	
<input type="checkbox"/> Student made final submission of thesis/dissertation.	<input type="checkbox"/> Final examination is on file and dated _____ (MM/DD/YY).	<input type="checkbox"/> All other degree requirements have been met.

Graduate School Dean or Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION F · UNIVERSITY OF FLORIDA POSTDOCTORAL EMPLOYMENT INFORMATION (IF APPLICABLE)

Name of Employing Department	Effective Start Date of Employment	Official Position Title