



# THE GRADUATE SCHOOL

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## UNIVERSITY *of* WASHINGTON

### REQUEST FOR LETTER OF CERTIFICATION

The Graduate School can provide a letter verifying completion of all degree requirements prior to the posting of your degree to your official UW transcript. The letter will be made available upon recommendation of graduation by your department to the Graduate School and the submission/review of your Electronic Thesis or Dissertation (ETD) by a GEMS advisor (thesis and doctoral students only).

Questions should be directed to Graduate Enrollment Management Services (GEMS) at 206.685.2630 or [uwgrad@uw.edu](mailto:uwgrad@uw.edu). Please submit this completed form to GEMS at [uwgrad@uw.edu](mailto:uwgrad@uw.edu).

**STUDENT INFORMATION** (Please Print) Today's Date: \_\_\_\_\_ Letter Needed By: \_\_\_\_\_

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Degree/Department (PhD Physics, MA Art, etc.): \_\_\_\_\_

Qtr/Yr Degree Awarded \_\_\_ SUM \_\_\_ AUT \_\_\_ WIN \_\_\_ SPR Year: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**LETTER INFORMATION** This letter should be addressed...

\_\_\_ To Whom It May Concern

\_\_\_ Dr. \_\_\_ Mr. \_\_\_ Ms. Name: \_\_\_\_\_

**DELIVERY INFORMATION: (Select one option only)**

*This letter should be...*

\_\_\_ Held at the Graduate School for pick-up

\_\_\_ Emailed to student as PDF \_\_\_ Emailed to other as PDF: \_\_\_\_\_

**Additional Notes:**

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