

Requesting a Verification Letter

1. Please review your prospective employer’s requirements for “degree completion” or “proof of degree” verification.

Consider the options below and decide whether to request an Enrollment Verification from the Registrar’s Office or a Verification Letter from the Graduate School.

| Includes | Registrar’s Enrollment Verification | Graduate School’s Verification of Degree Completion Letter |
|----------------------------------|---|--|
| Semesters Enrolled | Yes | No |
| Expected Date of Graduation | Yes | Yes |
| Defense details | No | Yes |
| Sample Wording | Contact Registrar | <i>Pat Doe</i> is a PhD student in good academic standing in the <i>Program Name</i> program at the University of Maryland, Baltimore. Under the direction of <i>Advisor Name</i> , Mr./Ms. <i>Doe</i> successfully defended his/her dissertation on <i>Defense Date</i> . He/She completed all degree requirements as of <i>Date Dissertation Accepted By Graduate School</i> . Mr./Ms. <i>Doe</i> will be awarded his/her diploma on <i>Last Day Of Semester</i> . |
| Original Signature | Yes | Yes |
| Dean’s Signature | No | Yes, if requested |
| School Seal | Yes | No * |
| Processing Time | Three to five business days | Three to five business days <i>after</i> completion of your degree requirements/review and acceptance of your dissertation and any required formatting changes. |
| Student notified when processed? | Yes, if requested | Yes |
| Request/Contact | Submit online request to Roxane Rivers (410-706-7480) | See instructions below before submitting request to gradforms@umaryland.edu |

To request the Graduate School’s Verification Letter:

2. Review your account to ensure that you do not have a hold (e.g. Student Accounting)
 - Log in to [SURFS](#), click *Student Services*, *Student Records*, and then *View Holds*.
 - The letter CANNOT be sent while your account has a hold.
3. You may request the letter before you complete all degree requirements. The Graduate School will generate and send the letter approximately three to five business days AFTER completion of degree requirements.

Provide the following information via [e-mail](#) so that the letter can be generated:

- Organization name, mailing address, and a contact name.
- Contact’s e-mail address or fax number, if you need to have the letter sent via e-mail or fax.
- Any specific wording required by your prospective employer
- Does the letter require a *Dean’s* signature?
- Should we hold the original letter for pickup?

* The Graduate School does NOT have a notary public or an official University seal. If the letter requires a seal, you will need to pick up the letter and take it to the Registrar’s Office (601 W Lombard St Ste 240) to have the seal affixed.