



Office of the Registrar
 Graduation Section
 4400 University Drive, MS 3D1, Fairfax, Virginia 22030
 Tel: 703-993-2431 Fax: 703-993-4032

VERIFICATION
 OF PENDING
 DEGREE

Mason Student ID# _____ Daytime Phone: _____

Name: _____ Email: _____
Last First M.I.

Degree Expected: Spring Summer Fall _____
Circle One Year

Degree Program: _____

Reason for Emergency Request (*Required*): _____

For a Pending Degree verification letter to be sent by the Office of the Registrar, the following criteria apply:

- A Graduation Intent Form has been filed.
- Your department has approved your graduation application.
- The Office of the Registrar Graduation Section has received and verified your application
- All graduation requirements have been met and final grades recorded by the Office of the Registrar.
- Financial obligations (holds) to the University must be cleared before requests can be honored.
- There is a minimum 48-hour waiting period to mail a verification letter.
- Pending Degree Verifications will only be prepared for third parties who cannot wait until the conferral date for an official transcript with degree posted. The degree will be posted at the next conferral date.

Verification Statement: All academic requirements for above program have been successfully completed.

Mail Verification to:

Name of 3rd party recipient: _____

Street: _____

City: _____ State: _____ Zip: _____ Country (if not USA): _____

Additional Comments: _____

Student Signature (*Required*): _____ Date: _____

Office of the Registrar Use Only

Date Received: _____

Date Approved: _____

Approved by: _____