



Office of the University Registrar
 Student Union 1, Room 2101
 4400 University Drive, MS 3D1
 Fairfax, VA 22030
 (703) 993-2441, Fax (703) 993-4668

DEGREE

**VERIFICATION OF PENDING DEGREE
 FOR CURRENT SEMESTER USE ONLY**

G#: _____ Mason E-mail: _____ Phone: _____

Name: _____
Last First M.I.

Degree Expected: Spring Summer Fall _____
Circle One Year

Degree Program: _____

Reason for Emergency Request (Required): _____

A Pending Degree Verification letter from the Office of the University Registrar, requires the following criteria:

- Pending Degree Verifications letters will be prepared only for third parties who cannot wait until the conferral date to be posted on an official transcript.
- All graduation requirements have been met, including all final grades recorded on the official transcript.
- All holds (e.g. financial obligations) must be cleared before requests can be honored.
- A Graduation Application has been submitted by the student.
- The Academic department verifies, by signing below, that all graduation requirements have been met.

 Advisor Name Advisor Signature (Required) Date

 Chair Name Chair Signature (Required) Date

Verification of Pending Degree letters will only be sent directly to the third party. Processing can take up to two (2) business days.

Send by (Check ONE): Standard mail Email Fax

Send Verification to:
 Name of 3rd party recipient: _____

Street Address: _____

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

Email: _____ Fax: _____

Student Signature (Required): _____ Date: _____