



Office of the University Registrar  
 4400 University Drive, MS 3D1  
 Fairfax, VA 22030

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

G#: \_\_\_\_\_ Mason E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Degree Expected:	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall		
	Check 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	Date

**Verification of Pending Degree letters will only be sent directly to the third party.**

**Processing can take up to two (2) business days.**

**Requests must be received by the Office of the University Registrar at least one week before your intended conferral date.**

**Send by (Check ONE):**  Standard mail  Email

Send Verification to:

Name of 3rd party recipient: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country (if not USA): \_\_\_\_\_

Email: \_\_\_\_\_

Student Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Completed forms should be sent to [degree@gmu.edu](mailto:degree@gmu.edu)