



## School of Computing, Data Sciences & Physics

### Verification of Completion of Degree Requirements Form

Prior to conferral of your degree, you can submit this form to request a letter from the CDSP Dean's Office verifying that you have completed all degree requirements. The letter will include the degree, the department or program, and the expected conferral date.

Please note: All degree requirements must be fulfilled and all required documents submitted to the CDSP Dean's Office prior to this request being processed. It can take up to two weeks following the submission of this form for our office to verify your degree and prepare the verification letter.

Student's Name: R.T. Griffin Banner ID #: 939999999

Department/Program: \_\_\_\_\_ Email: \_\_\_\_\_

Please select from the following options:

☐ Hold for pickup from the CDSP Dean's Office office (photo ID required for pickup).

☐ Send via email to student.

☐ Send via mail to student: Address: \_\_\_\_\_

City | State | Zip Code: \_\_\_\_\_

☐ Send to: Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City | State | Zip Code: \_\_\_\_\_

Via Fax: \_\_\_\_\_ Via Email: \_\_\_\_\_

Latest date by which the verification letter is needed: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date