**Sample Degree Verification Letter1**

[This sample letter should be written on University or School Letterhead and include the signature of an official authorized to confirm degree completion on behalf of the School or University.)

***[Date]***

***[Institution and/or School Name & Address]***

Dear ***[SU Department or Office of Postdoctoral Affairs]***:

On behalf of the ***[Institution and/or School Name]***, Program in ***[department*** ***program name]*** I am pleased to inform you that ***[prospective scholar name], [prospective scholar date of birth]*** has been awarded the Doctor of Philosophy degree in ***[department*** ***program name]*** on ***[Date].***

A diploma and final transcript reflecting degree completion in ***[department*** ***program name]*** will be issued by ***[Authorized University Office such as Registrar, Board of Graduate Studies, etc.]*** to ***[prospective scholar name]*** at the next degree granting ceremony on ***[Date].***  In the interim, this letter and an official transcript showing the award of the degree is available in the Office of ***[Student Records]***.

Sincerely,

***[Authorized Official]***

***Examples:***

***University Registrar, Pro-Vice Chancellor, Chancellor, Chair-Faculty Senate, Chair-General Assembly, Deputy Director of the Assembly, Vice-Provost for Student Affairs, Vice Provost for Academic Affairs, Provost***

Signature:

Date: