



Request for Expected Degree Conferral Letter

Submit this form to gradservices@ucmerced.edu if you need a letter confirming that you are expected to receive your degree at the end of the term. Before an Expected Degree Conferral Letter can be issued, we must verify that all required coursework has been completed, you have submitted your final report, and have submitted your dissertation, thesis, capstone or comprehensive exam results to the Graduate Division for review. Please refer to your degree requirements checklist for confirmation on the requirements.

Expected Degree Conferral Letters are typically issued to students whose future employer is requesting documentation confirming their anticipated degree conferral. Priority will be given to students with a job offer already in place or those with visa-related requirements.

The degree conferral review process begins at the end of the semester. Please allow 8–10 weeks after the semester ends for the degree to be reviewed and officially conferred. Transcripts serve as the official verification of degree conferral. The [Office of the Registrar](#) provides helpful information about diplomas, ordering official transcripts, and graduation. Please note that diplomas are not distributed at commencement. Your diploma will be mailed to you approximately 3–4 months after you have completed all final degree requirements.

Student ID: _____ Major: _____ Degree: _____

Name: _____ Email: _____
(Last, First, Middle)

Semester Degree Conferred: Spring _____ Summer _____ Fall _____
Term last registered: Spring _____ Summer _____ Fall _____

A thorough review of your degree requirements is required and may take time. The letter **cannot** be released until **all** degree requirements have been submitted and verified as complete.

- * I understand it will take **5–7 business days** for Graduate Services to review my degree requirements and issue the Expected Degree Conferral Letter.
- I have reviewed by MyDegreePath Audit and confirm all degree requirements are completed. If not, I will reach out to my Support Staff for confirmation.
- I understand that the degree clearing process begins [after end of term](#), and my official degree confirmation will be received within 8-10 weeks after the end of term.
- I understand that for me to receive this letter, I will need to provide my Final Report and all other required items noted on my CHECKLIST. This includes the submission of my dissertation, thesis, capstone or comp. examination results.

Please email my letter to:

Employer Name: _____ Employer Email: _____
Company/Organization/Institution: (If Applicable) _____

Student Signature _____ Date _____