

Request for Verification of Attendance and Degrees

Most verifications are available free of charge at the service counter in 120 Sproul Hall and no forms are required.

Complete this form for one of the following Special Processing requests (check one):

- Mail an *Official Verification of Attendance and Degrees* Postage & handing fee: \$3.00
- Complete & certify a third-party form with basic verification information (see reverse) Special processing fee: \$6.00
- Create and mail or fax a verification other than an *Official Verification of Attendance and Degrees*; or complete a third-party form with data other than basic verification information (please specify below) Special processing fee: \$15.00

- Notarize a UC Berkeley (check one): Transcript Diploma or Verification Special processing fee: \$10.00

Personal Information

Name (last, first, middle) Name used while attending UC Berkeley

Date of Birth

Telephone #

E-Mail address.

Attendance Information

Student ID No.

Dates of Attendance

Graduation Date

Degree/Major

I hereby authorize UC Berkeley to release the information specified above and/or on the accompanying form(s) and transmit it as indicated below.

Signature

Date

Fax my document to:

OR

Mail my document to:

Office Use Only

Mail a
Verification Transcript: _____ x \$ 3 = _____
QTY FEES

Third-Party Form
(Fax or Mail): _____ x \$ 6 = _____
QTY FEES

Special Processing
Verification Request: _____ x \$15 = _____
QTY FEES

Notary Services for
Official Documents: _____ x \$10 = _____
QTY FEES

Total Fees Assessed: _____

Initials:

Date:

Official Verification of Attendance and Degrees

The UC Berkeley *Official Verification of Attendance and Degrees* is the University's official verification document. It bears the university seal and the signature of the registrar, includes all the information listed below as well as some optional information upon request. It is printed on security paper that cannot be copied or faxed and is difficult to alter or forge. An *Official Verification of Attendance and Degrees* is available free of charge at the service counter in 120 Sproul Hall and no forms are required.

Official Verification of Attendance and Degrees are most commonly used for proof of registration, verification of degrees earned, confirmation of full-time or part-time registration status, loan deferment information, etc.

The basic verification information includes:

- Student name;
- College;
- Major(s);
- UC Berkeley school code;
- Degree(s) earned at UC Berkeley;
- Degree date(s);
- Term(s) enrolled;
- Beginning and ending dates of term(s) enrolled;
- Enrollment status for term(s) enrolled; and
- Semester units carried for term(s) enrolled.

The Office of the Registrar will mail an *Official Verification of Attendance and Degrees* to the address of your choice for a postage & handling fee of \$3.00 per copy. Current students may request a mailed copy of an *Official Verification of Attendance and Degrees* online via Bear Facts. The postage & handling fee for online orders are charged directly to CARS accounts.

Third-Party Forms

The Office of the Registrar will complete and certify third-party forms requiring any or all of the information listed above for a special processing fee of \$6.00 per document. Your form will be mailed or faxed to the destination of your choice within 3-5 business days.

The Office of the Registrar will complete and certify third-party forms that require information different from or in addition to that listed above for a special processing fee of \$15.00 per document. Your form will be mailed or faxed to the destination of your choice within 3-5 business days.

Other Verification Documents

The Office of the Registrar will create and mail or fax a verification document other than an *Official Verification of Attendance and Degrees* for a special processing fee of \$15.00 per document. This special processing fee is for the service of creating and transmitting the document and is assessed regardless of the specific information requested. Your verification document will be mailed or faxed to the destination of your choice within 3-5 business days.

Notary Services

The Office of the Registrar will notarize UC Berkeley transcripts, diplomas or verification documents for a special processing fee of \$10.00 per document. The Office of the Registrar does not have a Notary Public on staff. We make arrangements to have documents notarized twice a month on the business days nearest to 1st and 15th of each month. Thus, up to 15 days may elapse before notarized documents can be mailed to the address of your choice.