# Request for Verification of Attendance and Degrees

**This form is not required** for most verifications which are available to current students, alumni and former students with access to https://calcentral.berkeley.edu and in 120 Sproul Hall for those who no longer have full CalCentral access.

## Complete this form only for the following services:

❑ Mail or email a *Verification of Attendance and Degrees* (current students use CalCentral)  **Free of charge**

❑ Create a customized verification or complete a form with information different from or in addition to that on official verifications (please specify below)  **Special Processing Fee: $10** per letter or form and/or delivery mode

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❑ Notarize a UC Berkeley: **$15 per notarized signature**
  ❑ Transcript    ❑ Verification
  ❑ Diploma (please provide copy)

❑ Express Shipping, please select one:
  ❑ UPS Express, Domestic **$27**
  ❑ UPS Worldwide, International **$40**

**Please select your payment method:**
  ❑ My check or money order payable to UC Regents is enclosed; OR
  ❑ Please send me instructions to pay by credit card.

## Personal Information

_____
Name as registered at UC Berkeley (last, first, middle)

_____
Date of Birth

_____
Telephone Number

_____
Email Address

## Attendance Information

_____
Student ID Number

_____
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

**Send my document via:** ❑ Mail  ❑ Email  ❑ Fax
*(select all that apply and write the address/number below)*

_____

_____

_____

_____

_____

_____
Date

| OFFICE USE ONLY | | |
|---|---|---|
| Custom Verification: _____ (QTY) x $10 = _____ (FEES) | | |
| Notary Request: _____ (QTY) x $15 = _____ (FEES) | | |
| Express Shipping: _____ (QTY) x $27/40 = _____ (FEES) | | |
| TOTAL FEES: _____ | | |
| Initials: _____    Date: _____ | | |

## CURRENT STUDENTS

View or print your own *Enrollment Verification, Good Student Discount or Advanced Registration* certificate online under the My Academics tab at https://calcentral.berkeley.edu. These certificates are proof of registration, enrollment status, anticipated graduation date, and eligibility for grants, scholarships, discounts and services that require a GPA of 3.00 or higher. This service is provided by the National Student Clearinghouse, a nonprofit organization serving the higher education community. You may also use Cal Central to request a *Verification of Attendance and Degrees* if you need more information certified.

## VERIFICATION OF ATTENDANCE AND DEGREES

The *Verification of Attendance and Degrees* is produced on letterhead with the seal of the University and signature of the Associate Vice Chancellor of Enrollment. A raised or embossed seal is not required. It is commonly used for proof of degrees earned, student loan deferments, eligibility for grants and scholarships, etc. It includes the following information:

- Student name
- UC Berkeley's federal school code
- Date(s) of admission
- UC Berkeley school, college or division
- Major(s) and minor(s), if applicable
- Class level

- Degree(s) earned and date(s) awarded
- Term(s) enrolled
- Begin and end dates of term(s) enrolled
- Academic career (undergraduate, graduate or law)
- Semester units carried for term(s) enrolled
- Enrollment status for term(s) enrolled

Additionally, the following information may be printed on this report if applicable:

- Degree goal(s)
- Anticipated graduation date
- Cumulative grade point average (GPA)

- GPA for each term enrolled
- Student comments
- Official comments by the Office of the Registrar

## THIRD-PARTY FORMS

**The Office of the Registrar does not complete and certify third-party forms** requiring information provided on the National Student Clearinghouse *Enrollment Verification Certificates* or the *Verification of Attendance and Degrees.* In the interest of efficient and timely service for our students, all service providers are asked to honor these verification instruments in lieu of their own forms.

## ADDITIONAL SERVICES — Special processing fees apply

### Third-Party Forms with customized information
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 $10 per document. Your verification document will be sent to the destination of your choice within 3-5 business days.

### Customized Verification Documents
The Office of the Registrar will create and mail a verification document other than a *Verification of Attendance and Degrees* for a special processing fee of $10 per document. Your verification document will be sent to the destination of your choice within 3-5 business days.

### Notary Services
The Office of the Registrar will notarize UC Berkeley official transcripts, diplomas or verification documents for a special processing fee of $15 per document. We make arrangements to have documents notarized twice a month during the first and third weeks of the month. Up to 15 days may elapse before notarized documents can be sent via 1st class to the address of your choice.

**Express Shipping** is available for the following rates:

| | |
|---|---|
| Domestic US addresses—UPS Express | $27 |
| International addresses—UPS Worldwide | $40 |