Education Verifications are official documents from the Office of the University Registrar of UC Davis. They are printed on letterhead and include our legal seal and the Office of the University Registrar’s signature. Education verifications provide information regarding enrollment status and include the student’s name, student identification number, start and end dates of the selected term, status (full time or part-time), and expected graduation date. Verifications are unique to the term for which they are requested. Verifications are not transcripts; they do not contain a complete list of courses or grades for each term. If this is the information you require; for information on Transcripts, see our website at http://registrar.ucdavis.edu/records/transcripts/index.cfm.

Enrollment Verifications are frequently used to verify enrollment status for eligibility for financial aid and/or services such as health insurance, car insurance, county agencies, subsidized child care, loan deferments and scholarships. Students must be enrolled in classes for a given term in order to provide a verification of the term. If fees have not yet been paid for the term, the following notation will appear: “This student is not considered a registered student for the term listed above. The student has enrolled in courses but has not paid fees for the term.”

Scholarship Verifications provide payment and remittance information for the scholarship donor.

To receive the verification letters listed below, the student must be in paid status; having paid fees for the term.

Class Registration Verifications display the registered courses (subject, course, CRN, Course Title) for the term.

Tuition and Fee Verifications display the tuition, fees, and health insurance (SHIP) that have been assessed for the term.

GPA Verifications are often used for scholarships and good student discounts. This verification includes UC GPA once grades are official for the term, and is available approximately two-four weeks after the end of the term.

Degree Verifications are used to verify the completed degree with major and minor information without providing GPA, Course Titles or Grades. This verification letter is only available once the student has been formally degree awarded; approximately eight-ten weeks after the end of the graduation term.

Request your verification via Contact an Expert at: https://my.ucdavis.edu/ask_us/.

Only non-degree seeking students and those in M.B.A., J.D., M.D., D.V.M. degree programs are required to pay the $15 per service verification fee.

We do not accept payment information by fax, phone, or email.

If paying per service, pay by Visa, MasterCard, or Discover (include expiration date) or by check or money order payable to UC Regents, include your student ID number. Mail the completed form with payment to the Cashier’s Office (see address below).

Send your verification order form to (only for payment):
Cashier’s Office
University of California, Davis
PO Box 989062
West Sacramento, CA 95798-9062

There is no cost for Education Verifications sent directly to one of the following: Housing and Urban Development, Social Security Agencies, County Agencies (re: income and expense), Verification of family member enrollment for financial aid, Subsidized or low-income housing, Subsidized, City of Davis or Parks and recreation day care, Loan Deferment, Greater Avenues for Independence Network Social Services (GAIN) program, or Scholarship letters to obtain money you have already been awarded.

For additional assistance, use Contact an Expert at https://my.ucdavis.edu/ask_us/.
Complete and send the completed form through Contact an Expert: https://my.ucdavis.edu/ask_us/index.cfm. Verifications will be emailed, unless noted otherwise. Allow seven-ten business days processing time for mailed requests, plus mailing time.

**Personal Information**

Student ID Number __________________________________________ Email Address __________________________

Name_________________________________________ Birth Date _______________________________

Local Address ______________________________________________________________________________________

City/State/Zip _______________________________________________ Phone __________________________________

**Letter Information**

Term to Verify ________________________ Year __________________ Anticipated Graduation Date _________________

Choose the letter(s) that you are requesting:

☐ Enrollment for Term ☐ Enrollment for Term & History (includes previous terms)  ☐ Class Registration for Term

☐ UC GPA (available two-four weeks after the end of the term)  ☐ Tuition & Fees for Term

☐ Degree Awarded (available 8-10 weeks after end of term)

☐ Scholarship Verification (Name of Scholarship) ___________________________________________________________

☐ Include attachment(s) submitted with form

**Mailing Information**

Email (how many)_____ verification(s) to the following, please note cost is per letter; see other side:

Email Address ______________________________________________________________________________________

Name/Company_____________________________________________________________________________________

Address ___________________________________________________________________________________________

City/State/Zip/Nation _________________________________________________________________________________

**Authorization**

I certify that I am the above named person requesting this letter.

Student Signature ___________________________________________ Date ___________________________________

An electronic signature is accepted with Kerberos authentication through Contact an Expert; otherwise, a “wet” or ink signature is required.

**Office Use Only**

Date Issued __________ By _______________________________ Check#/Seq# ____________ $ ___________

**Payment Information**

We do not accept payment information by fax, phone, or email. Pay by check or money order payable to UC Regents, include your student ID number, and mail to the Cashier’s Office, University of California Davis, PO Box 989062, West Sacramento, CA 95798-9062. Only Non-Degree seeking students and those in M.B.A., J.D., M.D., D.V.M. degree programs are required to pay the $15 per-service verifications fee.

Total number of verifications ___________________________________ @ $15.00 each = __________________________

Paid by: Check # __________ ☐ MasterCard ☐ Visa ☐ Discover ☐ Money Order ☐ Cash in-person

Name on Credit Card ___________________________________________ Zip Code ______________

Credit Card # ____________________________ Expiration Date; mm/yy ____________________________

Signature ______________________________________________________