

# Request for Verification of Attendance and Degrees

This form is not required for most verifications which are available to current students at <https://bearfacts.berkeley.edu> and in 120 Sproul Hall for alumni and summer students upon presentation of a valid photo ID.

## Complete this form only for the following services:

- Mail an *Official Verification of Attendance and Degrees* (current students use Bear Facts) **No fee**
- Create and mail 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: \$10.00**  
check or money order payable to UC Regents
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Notarize a UC Berkeley:  
 Transcript  Verification  Diploma (please provide copy) **Notary fee: \$10.00**  
check or money order payable to UC Regents
- Express Shipping **Special Processing Fee: \$10.00** plus shipping (rates on reverse)  
check or money order payable to UC Regents

## Personal Information

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

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Email 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

## Mail my document to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY	
Custom Verification:	_____ x \$10 = _____ QTY FEES
Notary Request:	_____ x \$10 = _____ QTY FEES
Express Shipping:	_____ x \$27/40 = _____ QTY FEES
TOTAL FEES:	_____
Initials:	Date:

## CURRENT STUDENTS

Print your own *Enrollment Verification* or *Good Student Discount* certificates at <https://bearfacts.berkeley.edu> (Academic Record >> Verification). 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 Bear Facts to request an *Official Verification of Attendance and Degrees* if you need more information.

## OFFICIAL VERIFICATION OF ATTENDANCE AND DEGREES

The *Official Verification of Attendance and Degrees* bears the embossed seal of the University and signature of the University Registrar, and is printed on security paper. 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 school or 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
- Semester units carried for term(s) enrolled

## 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 *Official 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 — \$10 special processing fee

***All fees and shipping must be paid with check or money order made payable to UC Regents***

### 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 via 1<sup>st</sup> class mail 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 an *Official Verification of Attendance and Degrees* for a special processing fee of \$10 per document. Your verification document will be sent via 1<sup>st</sup> class mail 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 \$10 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 1<sup>st</sup> class to the address of your choice.

### Express Shipping

Express shipping is available for the following rates. In addition to the cost of shipping, there is a \$10 special processing fee for this service.

Domestic US addresses—UPS Next Day Air	\$17
International addresses—UPS Worldwide	\$30