

Requirements for Degree Certification for H-1 Visa Applications in Spring 2008

To request a letter certifying that all degree requirements have been met and that your master's degree will be awarded on May 31, 2008, the attached request and the following items must be submitted to the Graduate School by March 1, 2008.

- An application to graduate in May 2008 with a complete and signed Graduation Clearance Form
- A Final Progress Sheet signed by all committee members reflecting successful completion of your culminating activity
- Your final approved, signed and formatted document if you are completing a thesis or project as your culminating activity (Please note that your document must go through the clearance process and be approved by the Graduate Dean, required copies must be made and returned, and microfilming and binding fees paid before a degree certification letter can be generated.)
- An updated matriculation form if you have been enrolled in adjunct status during the course of your program
- All course validation work and instructor statements confirming current knowledge of the material if you have been granted an extension of your master's degree program time limit

In addition, you must meet the following requirements by March 1, 2008.

- Advancement to candidacy in your program (form must be on file in the Graduate School)
- You must be in compliance with the graduate program continuous enrollment requirement
- All course work must be successfully completed, and all grades posted on your record
- All degree requirements must be satisfied

If all of the required degree documentation has been submitted, and all degree requirements have been met, every effort will be made to provide you with the requested letter by the last week of March. Only one version of the letter will be generated. However, more than one original copy of the letter may be requested.

If you have not met the requirements as specified above by March 1, but have applied to graduate in May 2008, a letter stating that fact can be provided. Again, only one version of the letter will be generated.

Request for Degree Certification Letter – Spring 2008

Submit this request form and all items outlined on the attached information sheet to the Graduate School by March 1, 2008.

Date of Request: _____

Your Name: _____

Chico State ID: _____

Daytime Contact Telephone Number: _____

Email: _____

Name and Address of Person and/or Agency for Sending the Letter:

Fax Number for Person or Agency: _____

I have fulfilled or will have fulfilled all requirements by March 1 as outlined on the attached information sheet.

Yes No

If I have not completed all specified requirements by March 1 but have applied to graduate in May 2008, I understand that my letter will state only that I have applied for graduation indicating my intent to complete all requirements during the spring semester.

Signature: _____

Return to:
Graduate School
California State University, Chico
Chico, CA 95929-0875
FAX: 530-898-6889