

## **Requirements for Degree Certification Letter for H1-B visa applicants**

*Students applying for H1-B visas are typically asked to provide proof of having earned a degree. For this reason, it is desirable for students to complete their degrees and graduate by the end of December. However, some students may be in the position of applying for H1-B in April and graduating in May. May graduation candidates who will have completed all degree requirements not later than March 1<sup>st</sup> of each year, may request a letter certifying that all requirements have been met.*

**To request a letter, submit to the Office of Graduate Studies (SSC 460) by March 1<sup>st</sup> the following:**

- An application to graduate in May and a complete and signed Graduation Clearance Form (due by spring graduation deadline)
- A Final Progress Sheet signed by all committee members reflecting successful completion of your culminating activity. Check with your department to make sure this was submitted.
- 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 be cleared by the thesis editor before a degree certification letter can be generated.
- An updated Application for Matriculation form if you have ever been enrolled in adjunct status during your program, available from the Policies and Forms page of the Office of Graduate Studies website (<http://www.csuchico.edu/graduatestudies/forms-policies/index.shtml>).
- All course validation work and instructor statements confirming current knowledge of the material if you have applied for and been granted an extension of your master's degree 5 or 7 year program time limit (note: this is not referring to an extension of an I-20)
- A completed Request for Degree Certification Letter form

**In addition, you must meet the following requirements by March 1:**

- Advancement to candidacy in your program (verify with your department)
- You must be in compliance with the graduate program continuous enrollment requirement described in the Graduate Education section of the University Catalog.
- All course work must be successfully completed, and all grades posted on your transcript (check your unofficial transcript, through your Portal account, to be sure).
- 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. Priority will be given to requests in the order they are submitted.

(See next page for additional notes.)

## **Requirements for Degree Certification Letter for H1-B visa applicants (cont.)**

### **Notes:**

- If you have met all of the requirements as specified above by March 1<sup>st</sup>, every effort will be made to prepare a letter saying that you have completed all requirements for graduation.
- If you have not met one or more of the requirements as specified above by March 1, but have applied to graduate in May, a letter stating that you have applied to graduate can be provided. Only one version of the letter will be generated.
- If March 1<sup>st</sup> is on the weekend, you may submit documents on the Monday immediately following. No other exceptions will be made.
- If your department schedules its comprehensive exam after March 1<sup>st</sup>, the version of the letter you receive will depend on when we receive the exam results from the department.
- We cannot guarantee that this letter will satisfy the USCIS requirements that you prove you have completed your degree. This will be at the discretion of the USCIS officer who reviews your H1-B application.
- CSU, Chico's International Student Advisors and Office of Graduate Studies personnel are not experts in H1-B regulations and are not able to provide advice on the H1-B application process.

### **Mail or Fax Request Form to:**

Office of Graduate Studies  
California State University, Chico  
400 W 1<sup>st</sup> Street  
Chico, CA 95929-0875

Fax: 530-898-3342

### **Questions:**

Any questions about these instructions may be sent by email to the International Student Advisors:

Tasha Alexander

[tmalexander@csuchico.edu](mailto:tmalexander@csuchico.edu)

Cindy McKay

[cjmckay@csuchico.edu](mailto:cjmckay@csuchico.edu)

**Request for Degree Certification Letter  
for H1-B visa applicants**

**Submit this request form and all items outlined on the above information sheet to the Office of Graduate Studies by March 1.**

Date of request: \_\_\_\_\_

Name: \_\_\_\_\_

Chico State ID: \_\_\_\_\_

Daytime contact telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

Number of copies of letter requested (two is recommended): \_\_\_\_\_

Name and address of person and/or agency to whom the letter will be sent:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To have a copy of the letter faxed, indicate one name and fax number (optional):

\_\_\_\_\_

I have already fulfilled all requirements as outlined on the attached information sheet.

Yes       No

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, 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: \_\_\_\_\_