

**THE UNIVERSITY OF TEXAS AT DALLAS**  
**REQUEST FOR GRADUATION VERIFICATION LETTER**

This form is for requesting a letter that will state that the student *has* earned a degree from the University of Texas at Dallas.

**Name:** \_\_\_\_\_  
(Last) (First) (MI)

**Student ID #:** \_\_\_\_\_

**Graduation Term:** \_\_\_\_\_

**Degree Earned/Intended:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Daytime Phone Number:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With few exceptions you are entitled, on your request, to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas correct information about you that is held by us and is incorrect. Be assured that your UTD records are protected from unauthorized disclosure by federal law.

Your Social security number (SSN) or UTD Identification number is being requested because it is a unique identification number that is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Disclosure of your social security number or UTD identification number is governed by the Public Information Act (Chapter 552 of the Texas Government Code).

**I have read and understand the information imparted on this form.**

\_\_\_\_\_  
(Date) (Student Signature)