

# REQUEST FOR VERIFICATION OF DEGREE

OFFICE OF THE REGISTRAR  
TEACHERS COLLEGE, COLUMBIA UNIVERSITY  
525 WEST 120<sup>TH</sup> STREET  
NEW YORK, NY 10027-6696  
PHONE: (212) 678-4050 FAX: (212) 678-3005

NAME: \_\_\_\_\_ TC ID# \_\_\_\_\_

IF YOUR NAME IS DIFFERENT ON YOUR TEACHERS COLLEGE TRANSCRIPT, PLEASE LIST:

CURRENT ADDRESS:

E-MAIL ADDRESS:

PHONE NUMBER:

DATES OF ATTENDANCE:

DEGREES RECEIVED:

IF YOU HAVE NOT GRADUATED, ALL OF THE FOLLOWING MUST BE COMPLETED BEFORE VERIFICATION CAN BE ISSUED:

- DEGREE APPLICATION MUST BE ON FILE
- ALL GRADES MUST BE RECORDED
- STUDENT TEACHING HOURS (IF APPLICABLE) MUST BE RECORDED
- INTEGRATIVE EXPERIENCE MUST BE COMPLETED (I.E. PROJECT, EXAM, FORMAL ESSAY)
- SIGNATURE OF ADVISOR MUST BE ON THE DEGREE APPLICATION
- ALL ENCUMBRANCES MUST BE CLEARED

NUMBER OF COPIES: \_\_\_\_\_ Please Check: \_\_\_ TO BE MAILED \_\_\_ TO BE PICKED UP \_\_\_ TO BE EMAILED

MAXIMUM 20 LETTERS PER REQUEST

IF TO BE MAILED, VERIFICATIONS ARE TO BE SENT TO THE FOLLOWING ADDRESS:

\_\_ OTHER STATEMENTS:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*PLEASE WAIT 5 TO 10 BUSINESS DAYS TO PROCESS IF THE DEGREE HAS BEEN EARNED. IF THE DEGREE IS CURRENTLY IN THE PROCESS OF COMPLETION, PLEASE ALLOW 10 TO 15 BUSINESS DAYS AFTER ALL OF THE REQUIREMENTS HAVE BEEN MET AND THIS REQUEST HAS BEEN FOR FINAL DEGREE AUDITING PURPOSES.*