



**WILLIAM & MARY**  
Graduate Arts & Sciences

OFFICE OF GRADUATE STUDIES  
Blow Memorial Hall (Suite 326), 262 Richmond Road  
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## Verification of Completion of Degree Requirements Form

Prior to conferral of your degree, you can submit this form to request a letter from the Vice Dean of Research and Graduate Studies verifying that you have completed all degree requirements. The letter will include the degree, the department or program, and the expected conferral date.

Please note: All degree requirements must be fulfilled and all required documents submitted to the OGS prior to this request being processed. It can take up to two weeks following the submission of this form for the OGS to verify your degree and prepare the verification letter.

**Student's Name:** William Brown **Banner ID #:** 939999999  
**Department/Program:** Public Policy **Email:** brown@wm.edu

**Please select from the following options:**

Hold for pickup from the OGS office (photo ID required for pickup).

Send via email to student.

Send via mail to student: **Address:** \_\_\_\_\_

\_\_\_\_\_  
**City | State | Zip Code:** \_\_\_\_\_

Send to: **Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
**City | State | Zip Code:** \_\_\_\_\_

**Via Fax:** \_\_\_\_\_ **Via Email:** \_\_\_\_\_

**Latest date by which the verification letter is needed:** 1/25/2024

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date