**Sample Degree Verification Letter**

[This sample letter should be written on University or School Letterhead and include the signature of an official authorized to confirm degree completion on behalf of the School or University.)

***[Date]***

***[Institution and/or School Name & Address]***

To Whom It May Concern:

***RE: [prospective postdoctoral fellow name]***

This letter is to confirm that ***[prospective postdoctoral fellow name, [prospective fellow date of birth]*** is a registered graduate student of ***[Institution and/or School Name],*** who has undertaken a full-time course of research in this Department for the degree of PhD (Doctor of Philosophy).

Mr. /Ms. ***[prospective fellow name]*** submitted his/her dissertation, entitled ***[Dissertation Name],*** on ***[Date], followed*** by successful defense of his/her thesis on ***[Date].*** The examiners were ***[List thesis signers].***

I can confirm that ***[prospective fellow name]***  has completed all the requirements for a doctoral degree at the ***[Institution and/or School Name]*** and will be formally recommended for the PhD at the next meeting of the Degree Committee for the Program in ***[program name]*** to be held on ***[Date].*** This will be followed by approval by the ***[Authorized Group such as Board of Graduate Studies, Faculty Senate, etc.]*** of ***[Institution and/or School Name]*** on ***[Date]*** after which a formal letter will be issued to ***[prospective fellow name].***

Sincerely,

***[Authorized Official]***

***[Examples:***

***Dean or Registrar***

Signature:

Date: