

From: [Fite, Abigail Lynn](#)
To: [AS - Department Graduate Administrators](#); [AS - Directors of Graduate Studies](#)
Cc: [Carter, Philippa K](#); [White, Katelyn Marie](#)
Subject: Graduation Certification Letters
Date: Tuesday, May 12, 2020 2:52:00 PM
Importance: High

Hi all,

As we enter the summer term, students are likely to begin requesting graduation certification letters. These may be required by employers as proof of graduation prior to receipt of diploma or availability of official transcript. Because graduation certification letters officially confirm that the student will be graduating, they cannot be written before students have completed all graduation requirements. Specifically, the student must:

- Complete all course requirements for the degree
- Complete all milestones required for the degree (milestone cards must be DocuSigned and sent to me via email; I will also need the remote attendance form for thesis & dissertation defense milestones)
- Be certified by the department for graduation (a departmental certification memo must be DocuSigned and sent to me via email)
- Submit all required ETD paperwork for the degree
- If completing a thesis/dissertation, submit a finalized ETD (this process may require multiple revisions and stretch across weeks or months)

To request a letter, students must email me at alf189@pitt.edu. The email should include the name of the person to whom the letter must be addressed, the recipient's contact information, and the date by which the letter must be received. This request must be sent at least 30 days in advance of the student's deadline, though we encourage students to request as early as possible. **Please note that a letter can only be written by the requested deadline if all graduation requirements have also been met by this deadline.**

Feel free to let me know if you have any questions, and **please share this information with your students.**

Thanks & take care!

Abby Fite
Coordinator of Graduate Student Services
Kenneth P. Dietrich School of Arts and Sciences
University of Pittsburgh
5141 Sennott Square
210 South Bouquet Street
Pittsburgh, PA 15260
T: 412-383-3427
F: 412-624-6855
E: alf189@pitt.edu

