



Office of the Registrar
 University of Massachusetts Boston
 100 Morrissey Boulevard, Boston, MA 02125
umb.edu/registrar/graduation

Graduation Letter Request Form

Instructions and Important Information for Requesting a Graduation Letter

- **You must be applied for a graduation date (applied through Wisier) in order to receive this letter.**
- **Not for Proof of Degree** This letter will NOT state that you have graduated unless your degree has been conferred. The letter will only state that you are a candidate for graduation. If you need to prove degree conferral, you should order an official transcript after your degree has been awarded.
- **Not for Visa Sponsorship** The Office of the Registrar is not directly involved in the tourist visa sponsorship. We can only confirm that you are applied for graduation. It is **your** responsibility to write and provide your family and friends with an invitation letter. [Click here to review Invitation letter guidance and instructions.](#)

Please allow 5-10 business days to be prepared

Undergraduate

Please submit form to: ugrad@umb.edu

Graduate

Please submit form to: graduate.records@umb.edu

Student Details:

Name:

Pronouns:

ID#

Email:

Expected Graduation Date:

Phone:

PURPOSE OF LETTER:

Please confirm where the letter should be sent:

E-Mail Letter to:

Student Signature

Date:

For Department Use Only:

Completed by: _____

Date: ____ / ____ / ____