

EEE DEGREE VERIFICATION

Please type the following letter and submit it by email to Dr. Preetham Kumar at kumarp@ecs.csus.edu AND the EEE Department Office at eeeassistant@ecs.csus.edu. The email should contain your contact information and if necessary, the name of the person you have designated to pick up the letter for you.

Once we receive your letter, it will be printed on EEE Department Letterhead and given to the EEE Graduate Coordinator for signature. Incomplete or letters not completed properly will not be processed and returned to you for corrections.

Letters could take **AT LEAST THREE DAYS AFTER SUBMISSION** to be processed, especially during busy periods at the beginning and the end of each semester.

Please be patient. You will be notified when the letter is ready for pick up via email or phone.

To receive a Degree Verification Letter, please choose one of the following options:

- Project/Thesis:** Please bring the ORIGINAL Thesis / Project Receipt Form, stamped received, from Graduate Studies. This will be proof you have turned in your project report.
- Plan C Exam:** Verification that Plan C Exam has been passed. This is done by EEE Dept. Staff.

We will also need to verify that all degree requirements have been satisfied. A letter will not be provided if there are courses to be completed, your project has not been received by Graduate Studies, or you have not passed the Plan C Exam.

MEMORANDUM

TO: Whom It May Concern

FROM: Preetham Kumar, Graduate Coordinator
Electrical and Electronic Engineering

SUBJECT: Degree status for _____
(Print Name)

Sac State ID: _____

This letter is to certify that **Mr. / Ms.** _____ has completed all coursework for a Master of Science degree in Electrical and Electronic Engineering from Sacramento State University as of (semester & year) _____.

Mr. / Ms. _____ is currently awaiting completion of the degree checkout process and should receive **his / her** degree within the next two months. Please accept this letter as verification that **he / she** has completed the requirements for a M.S.E.E degree until **he / she** receives **his / her** official degree from the University's Office of Graduate Studies.

Letter should look like example below:

March 3, 2011

MEMORANDUM

TO: Whom It May Concern

FROM: Preetham Kumar, Graduate Coordinator
Electrical and Electronic Engineering

SUBJECT: Degree status for Ms. Sandra Barker
Sac State ID: 210036257

This letter is to certify that Ms. Sandra Barker has completed all coursework for a Master of Science in Electrical and Electronic Engineering degree from Sacramento State University as of December 2010. Ms. Barker is currently awaiting completion of the degree checkout process for her degree and should receive her degree within the next two months. Please accept this letter as verification that she has completed the requirements for a M.S.E.E.E degree until she receives her official degree from the University's Office of Graduate Studies.