



California State University, Los Angeles

**5151 State University Drive, Los Angeles, California 90032-8534
Human Resources Management**

Date:

**California State University, Los Angeles
Employment Services Unit
5151 State University Drive, Admin. 606
Los Angeles, CA 90032**

Attention: Registrar's Office/Records

_____ is an applicant for employment at California State University, Los Angeles, and has listed your institution as his/her alma mater.

We would appreciate your supplying/verifying the following information pertaining to his/her graduation from your institution.

Name (while in attendance): _____

Date of Graduation: _____ Degree Received: _____

Major: _____ Minor: _____

Grade Point Average: _____

Date of Graduation: _____ Degree Received: _____

Major: _____ Minor: _____

Grade Point Average: _____

Signature for your University: _____ Date: _____

Title: _____

I, _____ hereby authorize the university/person to whom this letter is addressed to furnish California State University, Los Angeles, with the above requested information. Furthermore, I release said institution or person from any and all liability incurred in furnishing such information.

Applicant's Signature: _____ Date: _____

Social Security Number: _____ Date of Birth: _____

PLEASE RETURN TO HUMAN RESOURCES MANAGEMENT, ADMIN. BLDG. ROOM 606.