Confirmation of Final Grade Form

Dear Instructor,

A UC Berkeley student who has completed your course is requesting readmission to the College of Letters & Science. In some cases, our College requires that students submit final grades from courses taken from outside institutions by the readmission deadline. We recognize that our deadline might not align with the grade submission deadline for your institution and therefore the student's final grade in your course might not be reflected on the unofficial transcript.

We ask that you complete this Confirmation of Final Grade Form by the readmission deadline below to verify the student's final grade in your course so they can be considered for readmission.

Readmission Deadlines:

- June 1st for Fall semester readmission
- November 1st for Spring semester readmission

How to Submit (for Instructor):

After you have completed this form, please send this form to the student for submission by the readmission deadline. Incomplete or late readmission requests will not be reviewed or considered.

For Completion by Student

_____ _____

Student Name Student ID Number

_____ _____

Student Signature Email Address

Academic term or which you are applying for readmission: ☐ Fall 20___ ☐ Spring 20___

For Completion by Instructor

I am confirming the student has completed the following course and will receive the following final grade:

_____ _____ _____

Course Institution Term/Year

Final Grade: _____

_____ _____

Instructor Name Email Address

_____ _____

Instructor Signature Date