

Attention: Graduating International Students (Wharton Undergraduate)

Please read the following information carefully and completely.

FAMILY ATTENDANCE AT GRADUATION EVENTS

For students whose family members are applying for visiting visas to travel to the US and attend the graduation ceremonies, the Office of International Programs (OIP) has a process through which students can request an invitation letter in support of this request. Students can request this letter through the [International Student & Scholar Services](#) portion of the OIP, 3701 Chestnut Street, Suite 1W.

GRADUATION VERIFICATION

For students who plan to work in the United States upon graduation and are applying for the H1B visa, please note the following policies and procedures related to graduation verification.

Students graduating in May 2009 will be able to obtain their final transcript or a letter verifying their graduation BEGINNING JUNE 1, 2009 if:

- ALL REQUIRED COURSE WORK has been successfully completed
- ALL GRADES have been recorded
- ALL OTHER DEGREE REQUIREMENTS have been met, resulting in the posting of the degree conferral date on the transcript

The official degree conferral date for May 2009 graduates is May 18, 2009. Degree posting will occur between May 18 and June 1. Due to the large number of students being audited and cleared for graduation, including a large number of international students, the Wharton Undergraduate Division WILL NOT provide graduation verification letters prior to JUNE 1 and before the above conditions have been satisfied. See notes below on:

1. How to expedite the graduation verification process and request an official transcript should your degree be posted before June 1
2. Types of letters May 2009 graduates CAN request at this time

DUAL DEGREE / COORDINATED DUAL (JOINT) DEGREE STUDENTS must be cleared for graduation by BOTH schools in order to have their degrees conferred and their graduation verified. Dual degree students must contact their home school for verification (coordinated dual/joint degree students may contact the schools designated below), or follow the procedures outlined below to have their official transcript sent to their employer.

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If you are completing a minor, make sure this has been declared (deadline for minor declaration is February 23, 2009). If you have already declared your minor but have made changes to the courses taken for fulfillment of this minor, be sure to have these changes approved by the respective academic department and submit written approval of those changes to G95 JMHH.

IMPORTANT: After May 18th, keep checking your academic record (unofficial transcript) in [Penn InTouch](#). When your degree is posted, you will notice a Degrees Awarded category at the top of the academic record. As soon as you see this posted, you can request a copy of your official transcript from the [Registrar's Office](#) and have that sent to your employer. This is official verification of your degree completion at Penn. More information on the transcript request process is available online at <http://www.upenn.edu/registrar/transcripts/transcripts.html>.

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1. Letter verifying expected graduation date
2. Letter verifying completion of concentration requirements and expected graduation date. Please note that completion of the concentration means passing grades must be earned and posted for the four courses being used to fulfill the concentration requirements, and the concentration GPA must meet the 2.5 minimum GPA requirement.
3. Letter verifying completion of degree requirements for the Bachelor of Science in Economics and confirmed enrollment in course work in Spring 2009 to complete an additional curricular option (e.g., second concentration, minor, etc). Please note that completion of degree requirements is not the same as graduation. If you are continuing in course work this spring, you are not "graduated" even if you have otherwise completed your degree requirements. Refer to graduation verification information above.

To request a letter, students must meet with an advisor in the Wharton Undergraduate Division (G95 JMHH) **BEGINNING MONDAY, FEBRUARY 9** to review available options and complete the necessary paperwork.

QUESTIONS / ADVISING

For questions or concerns related to visa status, please visit the [Office of International Programs](#) at 3701 Chestnut Street, Suite 1W, or contact them at 215-898-4661. For questions or concerns related to graduation verification, please contact Melissa Hagan, G95 JMHH, thomasm2@wharton.upenn.edu.

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GRADUATION VERIFICATION

For students who plan to work in the United States upon graduation and are applying for the H1B visa, please note the following policies and procedures related to graduation verification.

Students graduating in May 2009 will be able to obtain their final transcript or a letter verifying their graduation BEGINNING JUNE 1, 2009 if:

- ALL REQUIRED COURSE WORK has been successfully completed
- ALL GRADES have been recorded
- ALL OTHER DEGREE REQUIREMENTS have been met, resulting in the posting of the degree conferral date on the transcript

The official degree conferral date for May 2009 graduates is May 18, 2009. Degree posting will occur between May 18 and June 1. Due to the large number of students being audited and cleared for graduation, including a large number of international students, the Wharton Undergraduate Division WILL NOT provide graduation verification letters prior to JUNE 1 and before the above conditions have been satisfied. See notes below on:

1. How to expedite the graduation verification process and request an official transcript should your degree be posted before June 1
2. Types of letters May 2009 graduates CAN request at this time

DUAL DEGREE / COORDINATED DUAL (JOINT) DEGREE STUDENTS must be cleared for graduation by BOTH schools in order to have their degrees conferred and their graduation verified. Dual degree students must contact their home school for verification (coordinated dual/joint degree students may contact the schools designated below), or follow the procedures outlined below to have their official transcript sent to their employer.

Huntsman	COL
Nursing & HCMG	NURS
M&T	SEAS
LSM	COL

WHAT CAN YOU DO TO EXPEDITE THE GRADUATION VERIFICATION PROCESS?

Make sure you complete all of your course work on time and have no incompletes on your transcript. NOTE: Any individual grade changes made after class grades are submitted will

delay the posting of your degree. Please keep this in mind if you need to discuss a grade change with an instructor. NO grade changes are permitted after your degree is posted.

If you are completing a minor, make sure this has been declared (deadline for minor declaration is February 23, 2009). If you have already declared your minor but have made changes to the courses taken for fulfillment of this minor, be sure to have these changes approved by the respective academic department and submit written approval of those changes to G95 JMHH.

IMPORTANT: After May 18th, keep checking your academic record (unofficial transcript) in [Penn InTouch](#). When your degree is posted, you will notice a Degrees Awarded category at the top of the academic record. As soon as you see this posted, you can request a copy of your official transcript from the [Registrar's Office](#) and have that sent to your employer. This is official verification of your degree completion at Penn. More information on the transcript request process is available online at <http://www.upenn.edu/registrar/transcripts/transcripts.html>.

WHAT TYPES OF LETTERS CAN MAY 2009 GRADUATES REQUEST AT THIS TIME?

Should employers require verification of your student status at this time, the Wharton Undergraduate Division can provide the following types of letters where applicable:

1. Letter verifying expected graduation date
2. Letter verifying completion of concentration requirements and expected graduation date. Please note that completion of the concentration means passing grades must be earned and posted for the four courses being used to fulfill the concentration requirements, and the concentration GPA must meet the 2.5 minimum GPA requirement.
3. Letter verifying completion of degree requirements for the Bachelor of Science in Economics and confirmed enrollment in course work in Spring 2009 to complete an additional curricular option (e.g., second concentration, minor, etc). Please note that completion of degree requirements is not the same as graduation. If you are continuing in course work this spring, you are not "graduated" even if you have otherwise completed your degree requirements. Refer to graduation verification information above.

To request a letter, students must meet with an advisor in the Wharton Undergraduate Division (G95 JMHH) **BEGINNING MONDAY, FEBRUARY 9** to review available options and complete the necessary paperwork.

QUESTIONS / ADVISING

For questions or concerns related to visa status, please visit the [Office of International Programs](#) at 3701 Chestnut Street, Suite 1W, or contact them at 215-898-4661. For questions or concerns related to graduation verification, please contact Melissa Hagan, G95 JMHH, thomasm2@wharton.upenn.edu.