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| **A Form to Obtain Graduation Letter**  |

Dear Dean of College of ---------------------------------------------, Greetings,Kindly, grant me a letter, confirming that I have completed my graduation requirements, after I defeneded my dissertation/thesis.[ ] Submitted two copies of theses / I don’t require to submit a copy as I am in non-thesis track[ ] Recommendation for the Award of the Master’s Degree/ Doctorate’s Degree |

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| **Student Name** |  |
| **ID. No.** |  | **Mobile No.** |  |
| **Specialization** |  | **College** |  |

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| Verification of the Assigned Employee at the College of Graduate Studies |
| Recommendation for the Award of the Master’s Degree” Received from concerned department | [ ] Yes | [ ] No | Receiving Date |
| [ ] The required copies were delivered + soft copy if the student defended the thesis | [ ] Yes | [ ] No |  |

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| **Program coordinator Comments** | Signature |
| Student’s Graduation Semester | Date |  |
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| To the office of Admission & Registration, Greetings,Since the student’s has successfully completed the graduation requirements, please:1. Provide the student with a letter to **“whom it may concern”** that the student has sucessfully defeneded his/her thesis.
2. Final attested document shall be given after the approval of the AU cabinet.
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| **Approval of Dean of College of -----------------------------** |
| Signature | Date |
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