

University of Vermont Office of the Registrar (802) 656-2045

Medical Education Verification Release & Document Request Form

Name

Current Name

Previous Names

Contact Information
Address: _____

Phone: _____
E-mail: _____

Documents Requested
<input type="checkbox"/> Dean's Letter/ MSPE
<input type="checkbox"/> Letter Verifying Attendance and Graduation Dates
<input type="checkbox"/> Letter Explaining Leave of Absence/Delay of Graduation
<input type="checkbox"/> Certification of Medical School Diploma <i>Note: Please provide a photocopy of your diploma if you graduated before 2000.</i>
<input type="checkbox"/> State Licensing or Credentialing Form <i>Please attach all forms needing to be completed.</i>
Looking for a copy of your official transcript? For students who graduated after 2002, please request your official transcript through Parchment at: https://www.parchment.com request your transcript type as "Medical Records Only"

Enrollment
Years of Attendance: _____ From _____ To _____
Graduated: _____

Personal Information
Date of Birth: _____ / _____ / _____
UVM 95# (optional, but helpful): _____

Signature
I authorize the UVM College of Medicine / Registrar's Office to release the documents and information that I have requested.
Signed: _____
Date: _____

Destination
<input type="checkbox"/> Send to Me at: ___ Postal Mail ___ E-mail ___ Fax:
Send to:
Name _____
Company _____
Address _____
City _____ State _____ Zip Code _____
Fax # or Email if acceptable to submit verification by such

Send to:
Name _____
Company _____
Address _____
City _____ State _____ Zip Code _____
Fax # or Email if acceptable to submit verification by such
If needed, submit an extra sheet with additional info.

Please allow up to 2 weeks for your request to be processed.
For verification of residency, internship or fellowship training, contact Graduate Medical Education (hospital): GMEoffice@uvmhealth.org

Please return this form and any associated paperwork to: LCOMVerify@uvm.edu or to the address below.
University of Vermont Registrar's Office, 360 Waterman Bldg., 85 South Prospect St., Burlington, VT 05405