Skills Verification Letter

Request Procedures

We can make a skills verification letter for you, no problem. However, in order to complete the letter, skills verification information needs to be provided in a very specific format, please see example below:

1. Course: EE XXXA: __________
   Skill: VLSI Analog Circuit Design

2. Course: EE XXXB: __________
   Skill: VLSI Digital Circuit Design

3. Course: EE XXXC: __________
   Skill: VLSI Digital Circuit Design & Testing

We can only verify skills from Electrical Engineering courses that were passed with a grade of C or better. If you need skills verified from other departments, you will need to contact them directly. We have a template that we use for each request, so we will not be using templates provided by your attorneys or employers. Our letters are generated electronically, if you want an original hard copy, simply print it from a color printer.

Please allow 7-10 business days for all requests.

Please submit all Skills Verification Letter requests to studentinfo@ee.usc.edu.

*Note: We are willing to make changes to the letter if it needs additions or corrections, but please make EVERY effort to ensure that the information you initially provide us is as complete as possible.