

Registrar's Office  
5345 Atlanta Highway  
Montgomery, AL 36109  
Fax#: 334-386-7244  
E-mail: [registrar@faulkner.edu](mailto:registrar@faulkner.edu)

## DEGREE COMPLETION LETTER REQUEST

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Completion letters are for students who have completed degree requirements but who are not scheduled to graduate until the end of the semester.

\*\*If you applied to graduate in a previous semester, and were approved, do not use this form; you will need to request a transcript ([www.getmytranscript.org](http://www.getmytranscript.org))

Due to the high volume of request forms, please allow three (3) business days for processing.

Degree completion letters will not be processed during April, August or December.

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**PLEASE PRINT**

Choose one delivery method:    E-mail \_\_\_\_\_    FAX \_\_\_\_\_    MAIL \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

E-mail: \_\_\_\_\_

FAX#: \_\_\_\_\_

Company: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_