

DEGREE COMPLETION LETTER REQUEST

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)

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

The form will be accepted and processed until two weeks prior to degree conferral.

PLEASE PRINT

Student Name: _____ ID#: _____

E-mail _____ FAX _____ MAIL _____

Company: _____

Attention: _____

Address: _____

City, ST, Zip: _____

E-mail: _____

FAX#: _____

Student's Signature: _____ Date: _____