
Request for Letter of Degree Completion

When to Use this Form

Use this form to request an official letter from the Graduate School prior to the awarding of the graduate degree to certify that degree requirements have been met.

NOTE: This letter of certification will not be completed until all conditions have been met on degree audit. Application for graduation, report of Final Examination, and thesis/dissertation (where required) must be complete in file. Request for letter must be submitted at least three business days in advance.

Instructions for Student

1. Fill out all fields on the form in the Student Information section, being sure to provide the correct graduation year and term and the degree received.
2. Fill out the fields for the Recipient Information section, to ensure that the letter is sent to the correct individual or organization.
3. Sign the form, using either an electronic signature (visit Graduate School for instructions on the process), or print and sign with a pen.
4. If you use an electronic signature, you can deliver the form to the Graduate School by emailing it to gradspec@utk.edu. Otherwise, deliver the form to the Graduate School by one of the following ways:
 - scanning the form (after signing it) to PDF and emailing the PDF to the Graduate School at **gradspec@utk.edu**.
 - sending the form by mail to the Graduate School
 - delivering the form in person to the Graduate School

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Student Information

Name: _____
Last First Middle

Student ID #: _____

To be Completed by the Graduate School

Graduation Term/Year: _____

Date Admitted Final Exam

Degree: _____

Ex., MA, MBA, MS, MSSW, EdS, PhD

Sent Letter

Signature: _____

Recipient Information

Title: _____ **Name:** _____
Dr./Mrs./Mr. Last First

Institution/Organization: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____

Email: _____