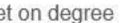# Request for Letter of Degree Completion

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.

Next

Request for Letter of Degree Completion

Student Information

First Name
*Don

Last Name
*Student

Student ID
*000998999

Graduation Term/Year
*Fall 2020

Degree
ⓘ PhD

Recipient Information

First Name
Test

Last Name
Person

Institution/Organization
Test Organization

Street Address

City

State

Zip Code

Email

Previous   **Next**

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Don

Student

Previous   Sign Electronically

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

Opt out and print