

Degree Completion Letter Request

For candidates depositing dissertations/theses

(Non-Thesis students can receive verification of the anticipated graduation date from the [Office of the Registrar](#).)

The Office of Graduate Records can provide one of the following letters of completion based off of your current registration:

Exam Only and Degree Only Registrants (CAND 99300 or CAND 99200):

“This is to certify that [Student’s Name] has completed all requirements for the [Appropriate Degree Title] degree, with a major in [Department Name], as of [Deposit Date]. The degree will be awarded as of [Last day of the session].”

-or-

General Candidacy Registrants (CAND 99100):

“This is to certify that [Student’s Name] deposited [his/her] [Thesis/Dissertation] on [Deposit Date]. Provided that any remaining requirements are satisfied, the [Appropriate Degree Title] degree, with a major in [Department Name], will be awarded as of [Last day of the session].”

To request this letter, please complete the fields below and submit this form to the OGSPS in Young Hall, Rm. 170.

Full Name: _____

PUID: _____ Department Name: _____

Degree: Master’s Doctor of Philosophy

Thesis/Dissertation Deposit Date: _____ Graduation Session: _____

Delivery Method: PDF File (email: _____)

Pick Up (Young Hall, Room 170)

Mailing Address (Please Print)

To: _____

(Standard USPS mail)

Other Notes: _____

(Please indicate how many copies are needed, any other recipient mailing/email addresses, etc.)

Signature Authorization: _____ Date: _____

Please note:

- Letters will be provided on University letterhead with watermarked paper. (PDF files will not show the watermark.)
- Once diplomas are available, letter requests will not be accepted.
- Allow 4-9 business days for preparation of the letter.