

Request for Letter of Degree Completion

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 24 hours in advance.

Please mail, fax, or bring the completed request to:

The University of Tennessee Graduate School
111 Student Services Building
Knoxville, TN 37996-0211
Fax: (865) 946-1090

STUDENT INFORMATION

Student ID Number

Signature

Last Name

First Name

Middle/Maiden

Graduation Semester / Year

Degree (Examples: MA, MBA, MS, MSSW, MSN, MPH, EdS, PhD)

RECIPIENT INFORMATION - Name and address of third party or student may be used.

Name

Institution/Organization (if applicable)

Street Address

City

State

Zip

Phone Number

E-mail Address

FOR OFFICE USE ONLY

Candidacy _____

Final Exam _____

Sent Letter _____