



Request for Letter of Anticipated Completion

A Letter of Anticipated Completion is an official statement recognizing a student's candidacy for graduation.

It is not confirmation of a student's degree. It states the intention of the student to graduate in the indicated term.

Completion of graduation requirements can be verified only by official transcript once the degree has been posted.

Name Student ID

Phone Email

PLEASE NOTE: Requests must be completed and submitted to the Enrollment Center, Sage Hall during the student's final term.

Anticipated Date of Graduation:

Anticipated date is the term in which all University and major/minor requirements will be completed.

Term Year

Degree Objective: BA BS MA MS MBA Certificate

Major(s): Minor(s):

Option/Emphasis/Concentration: Certificate:

Please Send Letter(s) of Anticipated Completion to the Following Address(es) **: Number of Letters Requested:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I would like to pick up my letter(s)*

*If you would like to pick up one or more letters simply write Pick Up in the lines above and indicate the number of copies needed

**Letters of Anticipated Completion will be available three to five business days from receipt of request. You will need to bring a photo ID to retrieve your letter(s) in the Enrollment Center, Sage Hall.

I understand that official confirmation of my degree is contingent upon completion of all graduation requirements. The purpose of this letter is to indicate my intention to graduate in a specific term.

Student's Signature Date

Administrative Use Only- Records & Registration

Processed by: _____ PS Comment: _____ Student Notified: _____
(Staff Initials) (Date) (Date)