



NMSU Graduate School
Educational Services Building Room 301
MSC 3GS P.O. Box 30001
Phone: 575-646-5746 Fax: 575-646-7758
<http://Gradschool.nmsu.edu>

September 1st, 2015

Dear Graduate Students,

The Request for the Letter of Completion is not a required form/process to go through. We started this service with the intention to help students secure jobs. Sometimes a student finishes all requirements at the beginning of a semester, but needs proof of degree completion to apply for a job or secure one. Other times, a student may forget to apply for degree and be pushed into another semester for certification. Being that we only certify degrees at the end of each semester, the letter of completion serves to bridge large time gaps.

Not all employers will take a letter of completion as proof, and instead require official transcripts. An official transcript can be obtained after the degree is certified. Certification usually takes place a few weeks after the end of each semester. *Please check with your employer to ensure this letter is needed before requesting one.*

The Graduate School works with departments and the Registrar's Office to process these letters. We work hard to ensure requirements are completed before the Registrar's Office will issue these letters. At a certain point in the semester, the time it would take to process the request becomes the same as the time it will take for your transcript to reflect your awarded degree. Letters are not processed after this time.

It is best to submit this request after all requirements listed on the following page have been completed. We ask for your patience, it takes close to two weeks to process these requests once you have completed all of your requirements and submitted the form for processing.

Best Regards,

Milen Bartnick

Milen Bartnick
Program Coordinator

Enclosure:

Letter of Completion Requirements

Request for Letter of Completion Form



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Letter of Completion Requirements

The following must be complete before a Letter of Completion can be processed

Non-Thesis Students

1. Student has applied for degree.
2. Coursework for student's degree must be finished. If student is enrolled for graduating semester, a Letter of Completion cannot be processed because grades have to be posted. Degree Certification takes place after grades are posted.
3. Program of Study/Degree Audit must be complete.
4. Final Exam has been held and Final Exam results have been received by the Graduate School.

Thesis/Dissertation Students

1. Student has applied for degree.
2. Coursework for student's degree must be finished. Student must be enrolled in Thesis or Dissertation credit hours. If students are enrolled in other coursework a Letter of Completion cannot be processed because grades have to be posted. Degree Certification takes place after grades are posted.
3. Program of Study/Degree Audit must be complete.
4. Final Exam has been held and Final Exam results have been received by the Graduate School.
5. Thesis/Dissertation must have been submitted for format review to and approved by the Graduate School.
6. "Report of Thesis Grade" slip must be received by the Graduate School from student's advisor.

Letters of Completion for Fall 2015 CANNOT be processed after November 30th.

It takes close to two weeks for NMSU to process your letter and have it ready for you. There are other offices involved in this process. Please be patient and understand we do our best to assist. Before work can be done on a letter of completion request, all requirements for degree certification must be met. This means turning in the form and not having your requirements completed delays the two week processing time. These requests are not processed until all requirements are satisfied. Give us two weeks to process this request starting once all requirements are satisfied. Please note once your degree is certified, your information will show on your transcripts and a completion letter CANNOT be processed for past semesters because the awarding of the degree defeats the purpose of the letter.



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Graduate School

Graduate School Use Only
 Sent and Processed by:

Date:

Request for Letter of Completion

Last Name:		First Name:	
Banner ID:		Semester Graduating:	
Phone:		E-Mail:	

Please Check One:

<input type="checkbox"/>	Student will pick up letter from Registrar's Office
<input type="checkbox"/>	Please email letter to the following email address:
<input type="checkbox"/>	Please fax letter to the following fax number:
<input type="checkbox"/>	Please mail letter to the following address below

Address to mail letter if selected as delivery option:

To:	
Street Address:	
City, State, Zip Code	

*Form will take up to two weeks to process once all requirements are met. It is best to submit form after all requirements are completed.