

## 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.

Student's Name: \_\_\_\_\_ Student ID # : \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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.*

Fall \_\_\_\_\_(Yr)      Spring \_\_\_\_\_(Yr)      Summer \_\_\_\_\_(Yr)

**Degree Objective:**    BA    BS    MA    MS    MBA    Certificate

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_  
Option/Emphasis: \_\_\_\_\_ Option/Emphasis: \_\_\_\_\_

**Please Send Letter(s) of Completion to the Following Address (es) \*\*:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*Letters of Completion will be available three to five business days from receipt of request. If you would like to pick it up simply write "Pick Up" in the lines above. 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 only purpose of this letter is to indicate my intention to graduate in a specific term.*

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrative Use Only-Records & Registration**

Processed by \_\_\_\_\_ PS Comment \_\_\_\_\_  
(Staff Initials) (Date)