



## 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.** Student's must first submit an Application for Degree and Diploma form prior to this form. The letter will indicate the intention of the student to graduate in a specified term. Completion of graduation requirements can be verified only by official transcript once the degree has been posted. Submit this form by e-mail, mail, or in person to the Registrar's Office in the Enrollment Center, Sage Hall.

Name \_\_\_\_\_ Student ID \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

PLEASE NOTE: The maximum order limit is 5.

**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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

**Administration Use Only-Records & Registration**

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

Student Notified: \_\_\_\_\_  
(Date)