

**Request for Letter of Impending  
Graduation or  
Verification of Degree Completion**

STUDENT NAME: \_\_\_\_\_ STUDENT #: \_\_\_\_\_

DEGREE: \_\_\_\_\_ COMPLETION TERM: \_\_\_\_\_

- Verification of Degree Completion       Letter of Impending Graduation

This letter should be (choose one of the following):

- Mailed       Faxed       Picked Up

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAX  
NUMBER: \_\_\_\_\_

PHONE  
NUMBER: \_\_\_\_\_

DATE  
REQUIRED: \_\_\_\_\_

(Please allow 3-5 days for processing.)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_