OFFICE OF THE REGISTRAR

322 Student Union
Stillwater, Oklahoma 74078-1013
405-744-6876 | **O**
certifications@okstate.edu

CANDIDATE/COMPLETION LETTER REQUEST

Candidate letters are official verification from Oklahoma State University that your degree will be conferred upon successful completion of all coursework in which you are currently enrolled. Completion letters are official verification from Oklahoma State University that all of your degree requirements have been met and clarifies the date that your degree will be conferred. These letters may provide appropriate information to verify your degree status to potential employers, immigration inquiries, or other agencies. Depending on the type of letter you qualify, the Office of the Registrar will provide you either a candidate or completion letter and will include: your name, degree, major, degree conferral date, the university's official seal, and the signature of the University Registrar. Requests will be fulfilled in approximately 1-2 weeks.

Last Name _____ First Name _____ Middle Name _____

Student ID: _____ College: _____

Date of Request: _____ Degree: _____

Major: _____ Graduation Date: _____

Mail Statement to: _____
Name of person or company

_____
Street address or box number

City _____ State _____ Zip Code _____

(OR) Email Statement to: _____
Name of person or company

_____
Email address

Signature _____ Contact Phone Number _____ Date _____

For Office Use Only

Received by:_____ Date:_____

Revised:
9/21/2023