



Submit to:
322 Student Union
Stillwater, Oklahoma 74078-1013
405-744-6876, Fax 405-744-8426
registrar@okstate.edu

CANDIDATE LETTER REQUEST

Candidate letters are official verification from Oklahoma State University that your degree will be conferred upon successful completion of all course work in which you are currently enrolled, and may provide appropriate information to verify your degree status to potential employers, immigration inquiries, or other agencies. Candidate letters are certified statements that include the student's name, degree, major, expected degree conferral date, the university's official seal, and the signature of the University Registrar. Candidate letter requests will be fulfilled in approximately 1-2 weeks. The deadline for submitting this form to the Registrar's Office is the Friday of pre-finals week for the expected degree conferral term.

Last Name	First Name	Middle Name
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CWID: _____ 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
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Signature	Contact phone number	Date
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For office use only

Received by _____ Date _____