OKLAHOMA STATE UNIVERSITY
OFFICE OF THE REGISTRAR

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

LETTER OF COMPLETION REQUEST

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. Completion letters assist in verifying your degree status to potential employers, immigration inquiries, or other agencies. A completion letter includes the student's name, degree, major, degree conferral date, the university's offical seal, and the signature of the University Registrar. Completion 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 _____

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 _____

Signature _____ Contact phone number _____ Date _____

Print Form

For office use only

Received by_____ Date_____

Revised 4/21/08