



CANDIDATE 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, 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 be the Registrar’s Office is the Friday of pre-finals week for the expected degree conferral term.

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:
11/09/2020