OFFICE OF THE REGISTRAR

322 Student Union
Stillwater, Oklahoma 74078-1013
405-744-6876 | **O**
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 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:
3/30/2020