



OFFICE OF THE REGISTRAR

322 Student Union
Stillwater, Oklahoma 74078-1013
405-744-6876 | O
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 official 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

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