



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

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

Signature

Contact phone number

Date

For office use only

Received by _____ Date _____