



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

Signature

Contact phone number

Date

For office use only

Received by _____ Date _____