

### Request for a Letter of Completion

A request for a letter of completion will NOT be processed unless:

1. You were enrolled in a Graduate School or School of Professional Development program.
2. You are a doctoral student and have submitted your final dissertation or recital recording to the Graduate School.
3. ALL information is filled out below, including requested contact information.

**There is NO immediate turnaround time for these letters; students should allow at least 5-7 business days for the request to be processed once a properly filled out form is received by the Graduate School or School of Professional Development.**

Student Name:	SBU ID #:	Degree Program:
SBU Email Address:		Expected Degree Month and Year: May _____ August _____ December _____

**Reason for Request:**

- Needed for Employment Purposes:** *I am currently enrolled in the last semester of my degree program. I understand that until all final grades are posted and the Graduate School or SPD has cleared my record my degree will not be posted. **For students enrolled in a teacher or administrative program:** The Certification Officer in SPD will NOT recommend me until my degree is posted **AND** my FERPA forms and processing fee have been received.*
- Need for verification of degree completion and/or enrollment**
- Need for proof of excess credits taken**
- Other:** \_\_\_\_\_

**Indicate where you would like your request sent upon completion (include name, mailing address, email, and/or fax number):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Indicate method of delivery:**  Pickup  Email  Fax  Mail  Other (specify): \_\_\_\_\_

*\*If this letter needs to be mailed, student must submit an addressed and stamped envelope.*

*\*You will be emailed when your letter is ready to be picked up*