

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 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.

Student Name:	SBU ID #:	Degree Program:
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SBU Email Address:	Expected Degree Month and Year: <div style="text-align: center;"> May _____ August _____ December _____ </div>
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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 has cleared my record my degree will not be posted.*
- 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*