

## 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*