# 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.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>SBU ID #:</th>
<th>Degree Program:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SBU Email Address:</th>
<th>Expected Degree Month and Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May _______ August _______ December _______</td>
</tr>
</tbody>
</table>

**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*

---

Graduate School: 2401 Computer Science Bldg.
School of Professional Development: 2321 Computer Science Bldg.

It is the policy of the Graduate School & School of Professional Development to abide by University, federal, and state laws. For more information on our policies, visit the Graduate Bulletin.