Upon Completion/Award Letter Request Form

Letters take a minimum of 2-3 business days to generate. Letters are not available for graduating students once finals week begins (fall/spring), as proof of degree/award is verified via the Official Transcript or CSU Diploma.

Date of Request: __________________________ Method of Receipt: Pick-up ______ Mail ______

**If you choose pick-up you will be emailed when the letter is available.

Name: ____________________________________

Last   First   MI

CSU ID: __________________________ Email: __________________________

Phone #: (   ) ___________ Fax #: (   ) ___________

**GENERIC LETTERS WILL NOT BE ISSUED. You must list the institution or a specific party to which this letter will be addressed. Please indicate which college(s) or give the party’s name below:

__________________________________________

Name (Attn:) Mailing Address

__________________________________________

Name of Institution/Company City, State, Postal Code

Please select ONE of the following options:

_____ Upon Completion letter indicating the term in which Intent to Graduate is filed, the future award date & major

_____ Award Letter indicating date degree was conferred (awarded) and program of study completed

**If you graduated more than 1 semester back list reason why you need a letter instead of an Official Transcript:

__________________________________________

Signature: __________________________________________ (Please submit form to the Registrar’s Office)

Revised: 01 May 2019