

**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)