



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, and 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: \_\_\_\_\_

Form can be submitted in person, by mail, or email (registrarsoffice@colostate.edu).