



**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 \_\_\_\_\_ Email \_\_\_\_\_ Mail \_\_\_\_\_

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

Name: \_\_\_\_\_  
*Last First (Preferred) MI Pronouns (Optional)*

CSU ID: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_

Fax #: ( ) \_\_\_\_\_

**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 (degreeoffice@colostate.edu).