

## Request for Letter of Completion

The Letter of Completion is written only for students who do not have any outstanding grades, have completed all requirements for an advanced degree, and have filed an application for graduation. Because the Letter of Completion is not official proof of the degree, the Office of the Registrar will not provide the official seal of San Diego State University. *The text of the Letter of Completion is standardized, and cannot be altered under any circumstances.*

(TYPE OR PRINT CLEARLY)

XXX-XX-

\_\_\_\_\_  
Last 4 digits of SSN

\_\_\_\_\_  
RED ID

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First

\_\_\_\_\_  
MI

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Apt. #

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Degree (e.g., MA, MS, MBA)

\_\_\_\_\_  
Major (and concentration/specialization, if applicable)

**Term you have applied for graduation** \_\_\_\_\_

**Note: No more than 3 letters will be provided. Please allow 7–10 working days.**

**Mail letter to** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mail letter to me**       **I will pick up letter** (*Graduate Division will call when letter is available.*)

**NO LETTERS WILL BE WRITTEN ONCE FINALS BEGIN.**

*By signing below I acknowledge that I have read and understand the above listed policies and regulations regarding the Letter of Completion:*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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**DIVISION OF GRADUATE AFFAIRS**

Graduation application on file for (date) \_\_\_\_\_

Thesis clearance (date) \_\_\_\_\_

Final exam completed on (date) \_\_\_\_\_

Other requirements to be completed: \_\_\_\_\_

Remarks: \_\_\_\_\_