

REQUEST FOR LETTER OF COMPLETION



A letter of completion may be issued to those students who have completed all degree requirements including the posting of grades. Letters will be issued until the degree is recorded on official transcripts.

To find your program code, go to your [RAMweb](#) account and select "My Graduate Degree Plan" under the Graduate Students section. Your program code will be the 6-10 letter code listed under "Programs".

Name of Applicant _____ Today's Date _____
Please type or print

CSU I.D. Number _____ Phone# _____ Email _____

Degree _____ Program Code _____

Department _____

Term the Application for Graduation has been filed _____

Indicate the reason for the letter of completion: _____

Name for salutation: _____
(must be employer, school or sponsor)

Mailing address: _____

DO NOT MAIL
Student will pick up

Signature of Applicant

Degree _____
Major _____
Dept. _____
Completed by Graduate School _____ Date _____