Access this form and other Graduate School Forms through the RAMweb portal (or click here)

[Image]

SAMPLE FORM BELOW

GS Form 26
Rev. 07/19

Letters take a minimum of 5 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. A letter of completion may be issued to those students who have completed ALL degree requirements including the posting of grades.

Student Name: ______________________________________________________
CSU Email: __________________________________________________________
Date: ________________________        CSU ID: ______________________
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

Student Signature

Degree____________________________
Major_____________________________
Dept_____________________________

Completed by Graduate School      Date

GRADUATE SCHOOL
1005 Campus Delivery
Fort Collins, CO 80523-1005

REQUEST FOR LETTER OF COMPLETION

[Image]