SAN DIEGO STATE UNIVERSITY
Division of Graduate Affairs
SSE 1410 (619) 594-5213
aztecgrad.sdsu.edu

Request for Letter of Completion

The Letter of Completion is provided as a courtesy, and only for graduate students who 1) have applied for graduation, 2) have no outstanding grades, and 3) have completed all degree requirements (no required courses are in progress).

TYPE OR PRINT CLEARLY XXX-XX-

Last 4 digits of SSN RED ID Graduating term

Degree (e.g., MA, MS, MBA) Major (and concentration/specialization, if applicable)

Last Name First MI

Street Address Apt. # Email

City State Zip Code Telephone

- 7-10 business days are required to complete the letter.
- The Letter of Completion is not official proof of the degree, will not carry the official seal of San Diego State University, and is not notarized.
- The Letter of Completion cannot be provided once finals begin.
- The Letter of Completion has standardized language that cannot be altered under any circumstances:

> *[Student]* has completed all academic requirements for the *[Degree]* at San Diego State University. Upon formal faculty approval and review of academic requirements at the end of the term, the degree will be awarded on *[Date]*.

I have read and understand the above policies. I understand that the content of the letter cannot be changed.

Student Signature Date

☐ **Mail the letter to me.** ☐ **Email a scanned copy to me.** ☐ **I will pick up the letter in person.**
Graduate Affairs will call you when the letter is ready.

☐ **Mail or** ☐ **email the letter to:**

Up to 3 copies can be mailed by Graduate Affairs.

DIVISION OF GRADUATE AFFAIRS

Graduation application on file for (date)

Thesis clearance (date) Final exam completed on (date)

Other outstanding requirements:

Remarks: