

# Request for Letter of Completion

The Letter of Completion is written only for students who have final grades on the transcripts, have filed an application for graduation, and have completed all degree requirements (including thesis publication for Plan A students). Note that grades become final approx. 7 business days after the end of final exams. 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.

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

(TYPE OR PRINT CLEARLY)

XXX-XX-

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

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

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

\_\_\_\_\_  
First

\_\_\_\_\_  
MI

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

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

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

**Note: A letter of completion can only be sent directly to third parties (schools, employers, etc). Student copies will not be issued but, you will be notified when the letter has been sent. Because all degree requirements have been completed, students cannot cancel or postpone graduation. Up to 3 copies can be issued.**

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

E-mail letter to \_\_\_\_\_

***The text of the Letter of Completion is standardized, and cannot be altered under any circumstances:***

This is to certify that [*Student*] (SDSU Red ID# 8xxxxxxx) has completed all academic requirements for [*Degree*] at San Diego State University.

At San Diego State University, final degree evaluations are not processed continuously year-round. For both graduate and undergraduate students, graduation applications are processed in batches for three annual degree dates (May, August, December). Upon formal faculty approval and review of academic requirements at the end of the term, the degree will be awarded on [*Date*]. Final transcripts that show degree completion and award date are not available for release until 3-6 weeks after the award date.

*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/Comp Exam clearance (date) \_\_\_\_\_

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

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