Request for a Letter of Completion

A request for a letter of completion will NOT be processed unless:

1. You are enrolled in a School of Professional Development program.
2. ALL information is filled out below, including requested contact information.

There is NO immediate turnaround time for these letters; students should allow at least 5-7 business days for the request to be processed once a properly filled out form is received.

Student Name:	SBU ID #:	Degree Program:

SBU Email Address:

Expected Degree Month and Year:

May _____ August _____ December _____

Reason for Request:

Needed for Employment Purposes: *I am currently enrolled in the last semester of my degree program. I understand that until all final grades are posted and tSPD has cleared my record my degree will not be posted.* **For students enrolled in a teacher or administrative program:** *The Certification Officer in SPD will NOT recommend me until my degree is posted* **AND** *my FERPA forms and processing fee have been received.*

Need for verification of degree completion and/or enrollment

Need for proof of excess credits taken

Other: _____

Indicate where you would like your request sent upon completion (include name, mailing address, email, and/or fax number):

_____

_____

_____

_____

Indicate method of delivery: ☐ **Pickup** ☐ **Email** ☐ **Fax** ☐ **Mail** ☐ **Other (specify):** _____

If this letter needs to be mailed, student must submit an addressed and stamped envelope.
You will be emailed when your letter is ready to be picked up

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It is the policy of the School of Professional Development to abide by University, federal, and state laws. For more information on our policies, visit the Graduate or SPD Bulletin.