



Completion/Pending Letter Request
Arizona State University

UNIVERSITY REGISTRAR SERVICES
GRADUATION
PO BOX 870312, TEMPE, AZ 85287-0312
Phone: 480-965-3256
graduation@asu.edu
https://students.asu.edu/graduation

Use this form to request a "completion" or "pending" letter.

- 1) You must apply for graduation prior to submitting this form. Apply or confirm your application from your My ASU page (My Programs>Graduation).
2) If your degree has already been awarded, do not use this form. You can request a degree verification here: https://students.asu.edu/enrollment-verification or visit the National Student Clearinghouse (http://www.studentclearinghouse.org/).

Name

ASU ID (10 digit #)

Phone

Email Address

Graduation Term: [] Fall [] Spring [] Summer Year _____

Letter Requested: [] Completion Letter - all grades are posted; your degree requirements are complete and you anticipate your degree will be awarded on the conferral date.

[] Pending Letter - you have applied to graduate; all degree requirements will be complete once final grades have been received and you expect your degree to be awarded on the conferral date.

Which degree are you completing? [] Bachelor's [] Master's [] Doctoral

Date letter needed: _____ Please allow 2 full business days (48 hours) for processing.

Delivery method: [] Email to: _____

[] Mail to: _____

[] In Person - select campus: [] Downtown [] Polytechnic [] Tempe [] West

Letters must be picked up within 30 days of request

Signature

Date

Completed forms can be submitted in person or via email to graduation@asu.edu

Table with 4 columns: Downtown Phoenix campus, Polytechnic campus, Tempe campus, West campus. Each column lists the location, building, room, address, and phone number for University Registrar Services.