



LETTER OF COMPLETION REQUEST Brigham Young University

Date: _____

A **letter of completion** is an official letter from the university. You **must** meet the following requirements before requesting this letter.

- I have already applied for graduation
- I am currently enrolled in **all** required courses (may include Independent Study courses)
- All transfer classes are showing on my Progress Report
- I have **no** "T" grades, incompletes, or transfer work in process
- I have attached a current Progress Report showing how I meet all requirements (or reviewed it with advisor)

Name (please print): _____

Student ID #: _____ Student Phone # (____) _____

Email: _____

Major: _____ Second Major (if any): _____

Minor(s): _____

Completion Date: _____ Graduation Date: _____

Teaching Certification Necessary for Graduation? Yes No

Letter to be: Picked up – from Registrar's Office, B-150 ASB
 Mailed to:

Name _____

Business/Organization _____

Address _____

City _____ State _____ Zip Code _____

Student Signature _____ Date _____

(Required) – due to confidentiality purposes, we require a signature for letters to be sent to a third party)

For office use only.

Financial or Honor Code Holds: No Yes

- The above student has completed all his/her requirements for a Bachelor degree. Please write him/her a letter of completion.
- Upon completion of the following courses, this student will have completed all requirements for a Bachelor degree. Please write a conditional letter of completion for him/her.

Major:

Minor:

GE:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Supervisor/Advisor Signature _____

Date _____