



Upon Completion/Award Letter Request Form

Letters take a minimum of 2-3 business days to generate.
Letters are not available for graduating students once finals week begins (fall/spring), as proof of degree/award is verified via the Official Transcript or CSU Diploma.

Date of Request: _____ Method of Receipt: Pick-up* _____ Email _____ Mail _____
**If you choose pick-up, you will be emailed when the letter is available.*

Name: _____
Last Name First Name (Preferred) Middle Initial Pronouns (Optional)

CSU ID: _____ CSU Email Address: _____

Phone Number: _____ Fax Number: _____

Please indicate which college(s) or give the party's name below:

Name (Attn:) Mailing Address

Name of Institution/Company City, State, Postal Code

Please select ONE of the following options:

____ Upon Completion letter indicating the term in which Intent to Graduate is filed, the future award date, and major.

____ Award Letter indicating date degree was conferred (awarded) and program of study completed.**

****If you graduated more than 1 semester back, list reason why you need a letter instead of an Official Transcript:**

Signature _____

Form can be submitted in person, by mail, or email (degreeoffice@colostate.edu).