



**Graduate Support Office  
Request for Letter of Graduate Program Completion**

Date	
Student's Name	University ID#
Phone Number	Email Address
Current Degree Program	
Semester and Year of Entry to Program	Semester and Year of Graduation
Please provide the address to which the letter of completion should be mailed.	

I am making this request to have an official letter verifying completion of my earned graduate degree from the College of Education at the University of South Florida sent to the address provided above. I understand that this letter will be written and sent once all graduation certification checks for the graduation semester in question have been completed (approximately 6-8 weeks following the graduation ceremony). Further, I understand that the letter will only be sent if I have successfully completed all requirements for this degree as verified in the graduation checks. Should I be required to reapply for graduation for a subsequent term, I will submit a new request. It is at the discretion of the employer or other entity to which this letter is sent as to whether this letter will fulfill their earned degree verification requirements.

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Student's Official Signature

Please submit the completed form to the College of Education's Graduate Support Office in person in EDU 320, by fax at 813-974-9989, or via email to Ms. Krystal Baehr at kbaehr@usf.edu (please use "Letter of Degree Completion" in the subject line).

<b><u>For Graduate Support Office Use Only</u></b>	
Letter to Dean's Office: _____	Letter to Department: _____
Letter to Office of Graduate Studies: _____	Letter to Registrar: _____
Letter to Post: _____	