



GRADUATION LETTER REQUEST

Arizona State University
(To be completed by the student)

Use this form to request one of the graduation letters listed below. Completed requests can be submitted to any University Registrar Services location. Please call 480-965-3256 if you have questions about your request.

First Name: _____ Last Name: _____

ASU ID: (10 digit number): _____ Expected Graduation (Semester/Year): _____

E-mail Address: _____ Phone Number: _____

Signature

Date

1. Please select the degree you are completing: Bachelor's Master's Doctoral

2. Please select the letter you are requesting:

- Graduation Pending Letter¹
- Letter of Completion¹
- Less than 12 hours Letter (Student Athletes)
- Letter of Invitation (Foreign Visa purposes only)

Number of letters requested: _____

Letter of Invitation #1—Invitee name (as it appears on their Visa) and relationship to student

Letter of Invitation #2— Invitee name (as it appears on their Visa) and relationship to student

3. _____ Date Letter Needed:

Please allow 2 full business days (48 hours) for processing. Letters must be picked up within 30 days of request.

4. Select a campus: Tempe West Polytechnic Downtown Phoenix

See below for list of campus locations; your letter will be available for you at the campus selected.

¹The Graduation Pending and Completion letters are not intended for students whose degree has already been conferred. Students that need verification of a degree previously earned should submit an Enrollment Verification request, <http://students.asu.edu/enrollment-verification> or visit the National Student Clearinghouse at, <http://www.studentclearinghouse.org/>

Downtown Phoenix campus
University Center Bldg - 130
University Registrar Services
411 N. Central
Phoenix, AZ 85004
602-496-4372
Fax: 602-496-0376
Email: registrar@asu.edu

Polytechnic campus
Administration Building
University Registrar Services
5990 S. Sterling Mall.
Mesa, AZ 85212
480-727-1142
Fax: 480-727-1008
Email: registrar@asu.edu

Tempe campus
Student Services Building—Rm. 140
University Registrar Services
PO Box 870312
Tempe, AZ 85287
480-965-3256
Fax: 480-965-3628
Email: registrar@asu.edu

West campus
University Services Building - Rm 120
University Registrar Services
PO Box 37100
Phoenix, AZ 85069
602-543-8203
Fax: 602-543-8312
Email: registrar@asu.edu