Use this form to request one of the graduation letters listed below. Completed requests can be submitted to any Registrar’s Office 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 Letter
   - □ Letter of Completion
   - □ Letter of Invitation (Foreign Visa purposes only)
   - □ Less than 12 hours Letter (Student Athletes)

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.*

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1 The 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](http://students.asu.edu/enrollment-verification) or visit the National Student Clearinghouse at, [http://www.studentclearinghouse.org/](http://www.studentclearinghouse.org/)

2 It is recommended that you also provide your invitees with an enrollment verification to accompany this letter. Directions for obtaining an enrollment verification are here: [https://students.asu.edu/enrollment-verification](https://students.asu.edu/enrollment-verification)