GRADUATION LETTER REQUEST
Arizona State University
(To be completed by student)

**Students must apply for graduation prior to submitting this form.**

First Name | Last Name
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ASU ID (10 digit #) | Expected Graduation

Term: [ ] Fall [ ] Spring [ ] Summer [ ] Year

Email Address | Phone

Signature | Date

1. **Degree you are completing:** [ ] Bachelor’s [ ] Master’s [ ] Doctoral

2. **Letter you are requesting:**
   - [ ] Graduation Pending Letter¹
   - [ ] Letter of Completion¹
   - [ ] Letter of Invitation² (foreign visa purposes only)
   - [ ] Less than 12 hours Letter (student athletes)

3. **Date letter needed:** ______________________
   Allow 2 full business days (48 hours) for processing.

4. **Delivery method:**
   - [ ] Email (sent to ASU email account) ASU email address:
   - [ ] Postal service Mailing address:
   - [ ] In-person pick up (must be picked up within 30 days of request) Pick up location:
     - [ ] Downtown
     - [ ] Polytechnic
     - [ ] Tempe
     - [ ] West

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) or visit the National Student Clearinghouse (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 can be found at https://students.asu.edu/enrollment-verification.

**Request forms submitted electronically via DocuSign will automatically be submitted to the Graduation office. Printed and signed forms can be submitted in person at any University Registrar Services location.**

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**University Registrar Services Locations**

**Downtown Phoenix campus**
- University Center Building, Room 130
- University Registrar Services
- 411 N. Central
- Phoenix, AZ 85004
- Phone: 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, Room 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, Room 120
- University Registrar Services
- PO Box 37100
- Phoenix, AZ 85069
- 602-543-8203
- Fax: 602-543-8312
- Email: registrar@asu.edu

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