



## 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 Registrar's Office location. Call 480-965-3256 if you have questions about your request.

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

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<sup>1</sup>
- Letter of Completion<sup>1</sup>
- Letter of Invitation<sup>2</sup> (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.*

<sup>1</sup> 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 at, <http://www.studentclearinghouse.org/>

<sup>2</sup> 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>

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

**Polytechnic campus**  
Administration Building  
University Registrar's Office  
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's Office  
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's Office  
PO Box 37100  
Phoenix, AZ 85069  
602-543-8203  
Fax: 602-543-8312  
Email: registrar@asu.edu