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
□ 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.

   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 at, 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

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