

REQUEST FOR LETTER OF COMPLETION

A request for a letter of completion will NOT be processed unless:

- You are a doctoral student and you have submitted your final dissertation or recital recording to the Graduate School.
- **ALL** information is filled out below, including requested contact information and Graduate Program Director signature.
- Your reason for request is one of the three reasons listed below.

Masters students and Doctoral students who have not yet submitted their final dissertation or recital recording to the Graduate School who need a letter of completion must obtain the letter from their Graduate Program Director.

There is NO immediate turn-around time for these letters; students should allow at least one week for the request to be processed once a properly filled out form is received by the Graduate School. Only one letter per student is given.

Students who have already been cleared for their degree (the degree is posted to their university record) will not be given a letter, as the student can obtain an official transcript from the Registrar that has the degree posted to it. (<http://ws.cc.sunysb.edu/registrar/transreq.htm>)

Please type or print carefully in ink:

Name: _____ **SBU ID#:** _____

Department: _____

Degree: DA DMA PHD **Degree Month and Year:** May August December 20____

E-Mail (required): _____

Reason for Request:

- Needed for Employment Purposes

Indicate name, contact information of employer: _____

- Needed for Post-Doc Position

Indicate location, contact information of Post-Doc: _____

- Needed for Visa Application

Indicate Visa category: _____

Indicate method of delivery: Pick-up* Mail Fax

**Students will be e-mailed when the letter is ready for pick-up*

Mail or Fax Letter To:

Department Approval

This is to certify that the student is on course to graduate in the term stated above, that a dissertation or final recital program has been submitted to the Graduate School, and that a completion statement will be sent for the student at the end of the term once *all* grades have been posted (please note that this is for student purposes only and does not replace a completion statement).

Signature of Graduate Program Director

Date

Graduate School Approval

Approved Disapproved (reason) _____

Signature _____ Date _____

The Graduate School