

## Request for Letter of Completion

The Letter of Completion, which states that requirements for the degree have been fulfilled, can only be provided once all degree requirements have been met. Degree conferral occurs only at the end of each fall, spring, and summer semester. This letter cannot be issued once the degree has been conferred.

### IMPORTANT

**Students in F-1 and J-1 Non-Immigrant Status:**

If you receive a Letter of Completion (LOC) on or before the University deadline to add/drop courses for the intended semester of graduation, the program end date on your I-20 or DS-2019 will be shortened to the date the LOC is issued. This **will** impact the application process for both Optional Practical Training (F-1 students) and Academic Training (J-1 students). In addition, you will **no longer** eligible for on-campus employment. Students are strongly encouraged to discuss their particular situation with an International Student Services (ISS) Advisor before submitting this form to the Office of Graduate and Professional Studies.

I am requesting a Letter of Completion that states my name, degree, and the conferral date for that degree. I understand that this request will take a **minimum of five working days** to process from the date that **all requirements** for the degree are fulfilled. I understand that if I choose to pick up my Letter of Completion I will be required to provide proper identification.

Student's Name \_\_\_\_\_

Student's ID Number \_\_\_\_\_

Student's TAMU Email \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

I wish to pick up my Letter of Completion from the Office of Graduate and Professional Studies (Note: You will be emailed at the TAMU email address above once the letter has been prepared)

I wish to have my Letter of Completion emailed to the following email address:  
\_\_\_\_\_

I wish to have my Letter of Completion mailed to the following address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_