

**EDUCATION ADVISEMENT CENTER  
LETTER OF COMPLETION / PENDING COMPLETION REQUEST FORM**

Student Name \_\_\_\_\_ SS# \_\_\_\_\_

Phone \_\_\_\_\_ Major \_\_\_\_\_

Degree \_\_\_\_\_ Today's date \_\_\_\_\_

Date of

Graduation:       April       June       August       December

Student will pick up letter here       Yes       No

Date needed by \_\_\_\_\_

Please send

letter to \_\_\_\_\_

\_\_\_\_\_

**I give my permission to release this information to the person and/or addressee listed under  
"Please send letter to."**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_