UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE

Request For Letter Of Completion

The University of Oklahoma Office of Records mails diplomas to students approximately 120 days after the close of each semester. Degrees are posted to the transcript record approximately six weeks after the close of each semester. If a student needs proof of graduation prior to the delivery of the diploma or posting of the degree, they may request an Official Letter of Completion. The Letter of Completion is an official University of Oklahoma document, bearing the University seal and can be used as proof of graduation for purposes of potential employment, updating current personnel records, etc. If you need a Letter of Completion, please follow these instructions very carefully to insure that your paperwork is processed as quickly as possible. The letter will be mailed to you (or the address stipulated) as soon as possible after all degree requirements have been satisfied (including resolution of all tuition/fee payments).

1. Fill out the lower portion of this form and fax or mail to:

   Graduate College
   University of Oklahoma
   731 Elm Avenue, Room 100
   Norman, OK 73019
   Fax: 405-325-5346

Transcript Requests
If you wish to receive, or have forwarded to a third party, official copies of your transcript, you must process a separate request. Students in **Advanced Programs** should send their request to College of Continuing Education Registration and Records, 1700 Asp Avenue Room B-1, Norman, OK 73072 or FAX to (405) 325-7273. Students completing their degree program on the Norman Campus should contact the Office of Records, 325-2012, for information on requesting an official transcript.

STUDENT REQUEST FOR LETTER OF COMPLETION

NAME: _____ ID_____

ADDRESS:_____
Street

_____
City State Zip

_____ _____
Student's Signature Date of Request