



# Request for Statement of Degree Completion

The University of Utah • Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT • 84112 Fax 801-585-7860

A statement of degree completion is only available during the term in which you applied to graduate through the last day of finals for that term. All requirements must be met, grades reported, and cleared by the appropriate department. One statement will be issued. If a HOLD exists on your record for any outstanding financial obligation a statement will not be released.

## Instructions:

1. Complete the request form.
2. Submit this form to the Registrar's Office, Graduation Division, Window 15.
3. One to three business days to process letter.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Major & Degree Type: \_\_\_\_\_

I request a Statement of Degree Completion

☐ In person (*ID required*)

☐ Mail to: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Street or PO Box  
\_\_\_\_\_  
City State Zip

☐ I authorize the individual listed below to pick up a Statement of Degree Completion on my behalf:

\_\_\_\_\_  
Name (print) Personal ID required

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

## FOR REGISTRAR'S OFFICE USE ONLY

Verified: \_\_\_\_\_ Grad Tracking date: \_\_\_\_\_ Date processed: \_\_\_\_\_ Mailed: \_\_\_\_\_