



Request for **DEGREE CERTIFICATION LETTER**

This letter is provided as a service to graduate students needing documentation that verifies *completion of degree requirements*. This letter will be prepared **ONLY AFTER ALL PLAN OF STUDY GRADES HAVE BEEN POSTED**, and all terminal activities have been completed.

Students should view their DEGREE EVALUATION on SELF-SERVICE (NOT Blackboard) before placing a request, to be certain that all degree requirements have been met.

This letter will **not** be provided to students who have a **HOLD** on their academic record. Degree Certification letters are not provided after official Transcripts with awards posted are available from the Transcript office.

Request for **DEGREE STATUS LETTER \$2.00 FEE/2 copies**

The preparation of Degree Status letters is a service provided to graduate students needing documentation that describes *current Graduate status and standing* prior to degree completion. Requests for additional copies will be charged another \$2.00 fee.

Expect TWO DAYS for processing

Print Name: _____

myWSU ID number _____ **Phone:** _____

DATE: _____

- Call me when letter is ready for pick-up**
- MAIL LETTER** (provide address)
- FAX LETTER** (provide number) *
- E-mail a scanned copy** (provide name & e-mail address) *

*Fax and E-mail requests may also request a mailed letter. Please indicate address.
