



GRADUATE STUDIES
 105 FPH, Provo, UT, 84602
 Tel: (801) 422-4091
 Web: <http://graduatestudies.byu.edu>
 Email: gsadvisementintern@byu.edu

Letter of Completion Request ADV Form 8G

IMAGING: GRSCorrespond
 Admit Year/Term:

Eligibility

A degree may only be awarded and recorded on a transcript four times per year: April, June, August, and December; however, a letter of completion may be requested prior to the official awarding of the degree. In order to be eligible for a letter of completion a student must have completed all requirements for the degree including:

- Application for graduation for a specific year-term
- Completion of all required program of study course work
- Completion of all final Thesis and Dissertation requirements
- Completion of any other remaining requirements including grade changes and payment of outstanding fees

Student Information

Name _____			BYU ID number _____	
Current Mailing Address _____			Graduate Department _____	
City _____	State or Province _____	Postal Code _____	Graduate Program _____	Graduate Degree _____
Telephone Number _____	Current E-mail Address _____		Graduation	
			<input type="checkbox"/> April	<input type="checkbox"/> June
			<input type="checkbox"/> August	<input type="checkbox"/> December
			_____ Year	

Delivery Options (Check as many as apply)

Pick up

- I would like to pick up a hard copy of the letter from
 Enrollment Services, D-wing of ASB

Mail

- I request that the letter be sent to my current mailing address.
 I request that the letter be mailed to the address below:

Recipient's Name: _____

Employer University Other _____

Fax

- I request that the letter be faxed

Fax Number: _____

Email

- I request that the letter be sent to my current email address.
 I request that the letter be emailed to the address(es) below:

Recipient's Name: _____

Employer University Other: _____

E-mail Address _____

Recipient's Name: _____

Employer University Other: _____

E-mail Address _____

Office Use Only

- ADV08 ADV01 Emailed to registrar ADV06

Initials _____ Date _____