

# Request for "If" Letter or Letter of Completion

College of Liberal Arts Advising Center  
Texas State University

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Title (circle): Mr. Mrs. Ms. None

Student ID #: A0 \_\_\_\_\_ Net ID: \_\_\_\_\_ Phone #: \_\_\_\_\_

Degree (circle): BA BS BPA BAIS Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Preferred Pronoun (circle): He/His She/Her They/Them Xe/Hir Other: \_\_\_\_\_

Please select the type of letter you are requesting:

\_\_\_\_\_ "If" Letter (letter indicates that you are *in process* of completing degree requirements)

Anticipated date of graduation: \_\_\_\_\_  
(Semester/Year)

\_\_\_\_\_ Letter of Completion (letter indicates that you have *completed* all requirements for graduation)

Date of graduation: \_\_\_\_\_  
(Date degree was/will be conferred)

Please select your delivery method:

\_\_\_\_\_ Pick Up in Advising Center (Flowers Hall 322)

\_\_\_\_\_ Mail to Address: \_\_\_\_\_

\_\_\_\_\_ Email to Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For your security, we do not include social security numbers on any correspondence.

If you require your social security number to be included in this letter, please notify a Liberal Arts Advising Center staff member.

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

Please select ONE of the following:

\_\_\_\_\_ Reviewed for "If" Letter  
Courses in progress/remaining: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Student has completed all requirements and is eligible for Letter of Completion

*I have reviewed this student's academic records and the information above is correct to my knowledge.*

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_