

Granite State College

Request for Letter of Completion

Students who have met **all** of their degree requirements and are waiting for official conferral of their degree by the Registrar's Office may request a Letter of Completion to certify that they have completed the coursework requirements for their degree program. Please complete the following, sign, and forward to:

Mail: Granite State College Registrar's Office, 25 Hall Street, Concord, NH 03301

Fax to the attention of the Registrar's Office at: (603) 513-1386

Or scan and email to: registrars.office@granite.edu

- ❖ Please note that a physical signature and Student ID/SSN are necessary to process this request, electronic signatures will not be accepted.

Name _____

Last 4 digits of SSN / GSC ID _____

Address _____

City _____ State _____ Zip _____

Phone _____

E-mail _____

Mail Letter to: *(Please provide full name and address)*

Notes:

Signature: _____ Date: _____