

---

## REQUEST FOR CERTIFICATE OF COMPLETION

---

Please type or print legibly.

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

Student Name: \_\_\_\_\_ UNM ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Degree Being Granted: \_\_\_\_\_ (e.g. MS Physics)

Letter to Be: Mailed:  (to address above) Picked Up: Faxed:

---

**Student Signature**

### To Be Completed By Graduate Studies

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

Financial Holds: \_\_\_\_\_

Manuscript Received: \_\_\_\_\_

Outstanding Course Work: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Proposed Graduation List: \_\_\_\_\_

*At least five (5) working days will be allowed for processing Letters of Completion.*

*A check will be made to verify that all degree requirements have been met before this request will be processed. Only one letter will be issued. Letters will not be issued after confirmation of degree is made to transcript.*