Stony Brook University
School of Professional Development

N-221 Social and Behavioral Sciences
Stony Brook, NY 11794-4310
Tel: 631.632.7055   Fax: 631.632.2725
Email: spd_graduationandcertification@stonybrook.edu

REQUEST FOR LETTER OF COMPLETION

A request for a letter of completion will NOT be processed unless:
- You were enrolled in one of the School of Professional Development's programs.
- **ALL** information is filled out below, including requested contact information.

There is NO immediate turn-around time for these letters; students should allow at least 2 to 5 business days for the request to be processed once a properly filled out form is received by the School of Professional Development.

Please type or print carefully in ink:

Name: _____

Stony Brook ID#: _____

Degree Program:

❑   MA Higher Education ❑MA Liberal Studies ❑MPS Environmental Management ❑MS Human Resources Management
❑   MAT in _____ (subject)
❑   AGC in _____
❑   Post-Master's AGC in Educational Leadership or School District Business   ❑Graduate Non-Matriculated (GSP)
❑   Other: _____

(Expected)Degree Month and Year: ❑ May ❑   August ❑ December 20_____

E-Mail (required): _____

Reason for Request:

❑   Need for Employment Purpose: *I am currently enrolled in the last semester of my degree program. I understand that until all final grades are posted and the Graduation Office (Registrar Office posts for all undergraduate degrees) has cleared my record my degree will not be posted.* **For students enrolled in a teacher or administrative program**: *The Certification Office will NOT recommend me until my degree is posted* **and** *my FERPA forms and processing fee have been received.*
Indicate name, contact information of prospective employer: _____
_____

❑   Need for verification of degree completion and/or enrollment:
Indicate name, contact information: _____
_____

❑   Need for Proof of Excess Credits Taken:
Indicate name, contact information: _____
_____

❑   Other: _____
Indicate name, contact information: _____
_____

Indicate method of delivery: ❑ Pick-up* ❑ Mail
❑ Fax _____ ❑ E-Mail _____
Students will be e-mailed when the letter is ready for pick-up

Mail Letter To: ***Student must submit self-addressed stamped envelope (SASE) if the letter needs to be mailed.*
_____
_____
_____
_____