



# PROOF OF INTENT TO GRADUATE (LETTER)

If you have not yet completed all work for the degree, but anticipate graduating at the end of the current term, you may request a "Letter of Intent" (you may request a maximum of two letters). This letter verifies that you will graduate upon satisfactory completion of remaining requirements. We will need a Major Approval memo from your department in order to process this request.

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Student name

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Student ID number

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Mailing address

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Email address

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Phone number

Do you want to pick up the Letter of Intent at 206 Evans Hall? ☐ Yes ☐ No

If yes, the letter will be available at the reception desk in 10 working days.

If no, and you want it sent to an address other than the one above, please indicate where and to whom you would like the Letter of Intent sent.

Send Letter to: \_\_\_\_\_

## CURRENT STUDY LIST

	Course #	Units	P/NP?
Department			

## DEGREE CANDIDATE CHECKLIST:

- ☐ I am on the current degree list.
- ☐ I have listed my current study list above.
- ☐ I have attached to this form a Major Approval memo from my major department.

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Student's Signature

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Date

## For Office Use Only

Approved by

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Date

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