

TEXAS SOUTHERN UNIVERSITY  
3100 CLEBURNE AVENUE – HOUSTON, TEXAS 77004

**REQUEST FOR LETTER OF COMPLETION**

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

Student's Name \_\_\_\_\_

Major and Degree \_\_\_\_\_

Student's T# \_\_\_\_\_

Graduation Date \_\_\_\_\_

**PLEASE NOTE THAT OUR OFFICE WILL BEGIN PROCESSING LETTERS OF COMPLETION BY THE DATES LISTED BELOW FOR EACH GRADUATION PERIOD.**

- December Graduation                      Second Week of January
- May Graduation                              Second Week of June
- August Graduation                          Fourth Week of August

**PLEASE COMPLETE THE INFORMATION BELOW**

STUDENT'S EMAIL: \_\_\_\_\_

FAX NUMBER (    ) \_\_\_\_\_

ATTN: \_\_\_\_\_

EMBASSY ADVISOR EMAIL: \_\_\_\_\_

**IF YOUR REQUEST IS RECEIVED AFTER THE TIMFRAME ABOVE, PLEASE ALLOW 3 TO 5 BUSINESS DAYS FOR PROCESSING AFTER SUBMITTING REQUEST.  
PROPER IDENTIFICATION IS REQUIRED FOR THIS REQUEST.**