# LETTER OF COMPLETION

June 2010

**Students who have petitioned for a degree for the term may request a letter from the Registrar's Office stating that they have a "pending" degree, and that the degree will be awarded when all requirements for the degree are completed. This is not for students who have already been awarded a degree.**

**HOW TO ORDER:**

**Go to http://www.registrar.gatech.edu and select the "Students" tab;**

> **Under "Student Information" on the left of the screen select "Forms",
>     then "Certify Enrollment",
>     then "Letter of Completion".**

> **Download the form from that page.**

Students, whether current or former, may complete and submit a request form in person (room 103 of the Tech Tower/Administration Building), or by fax to (404) 894-0167, or by mail to:

> Georgia Institute of Technology
> Office of the Registrar
> Student Records
> Atlanta, GA 30332-0315

There is no fee for a Letter of Completion.  Orders are usually filled within 2 to 3 business days*.
**Electronic and computer-generated signatures are not acceptable.**

**\*  Note:**  It may take several weeks from the time your submitted thesis is approved by the Graduate Thesis Office until the Registrar has that information and can process a Letter of Completion request for you. That is normal and is not a reason for concern.  Times will vary according to workloads within each office.