

McKay School of Education
Education Advisement Center
Letter of Completion Request

(Please fill in form & then print)

First Name

Middle Name

Last Name

Maiden Name

Student BYU ID # (9 digits)

Phone #

Street Address

City

State

Zip

Email

Major

Minor

Graduation Date

Reason for Requesting Letter of completion (check one):

Employment Graduate School Housing, Name of Apt: _____

How would you like to receive your Letter of Completion (check one):

I will pick up my Letter of completion (A picture ID must be provided at time of pick-up.)

Someone else will pick up my Letter of Completion (A picture ID must be provided at time of pick-up.)

Name of person picking up letter: _____

Please fax my Letter of Completion to the following:

Name of Person or Institution: _____

Fax number: _____

Please mail my Letter of Completion to the following:

Name of person mail is being sent to: _____

Street Address

City

State

Zip

Please email my Letter of Completion to the following:

Email address: _____

I authorize Brigham Young University to release my Letter of Completion as requested above.

Signature*

Date

*If submitting as a .pdf, via email: I acknowledge and agree that by typing my name in the space provided constitutes the same as a written signature.

Please mail, fax, hand deliver or
scan and email to:

Education Advisement Center
Brigham Young University
350 David O. McKay Building
Provo, UT 84602

Phone: (801) 422-3426
Fax: (801) 422-0195
educationadvisement@byu.edu

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