

**SCHOOL OF KINESIOLOGY
UNIVERSITY OF BRITISH COLUMBIA**

REQUEST FOR LETTER - GRADUATION

Step 1, Identify Yourself

Your Name: _____

Student Number: _____

Email Address: _____

Phone Number: _____

Step 2, Specialization and Graduation Date

Your Specialization: _____
(minor?)

Have you completed all your course work for this degree? _____

UBC has two graduations, when are you planning to graduate (indicate year)?

May 20_____ November 20_____

Step 3, Addressing the Letter

The letter will be addressed "To Whom It May Concern", if you wish the letter to be addressed to a particular person or organization please clearly print the information on the following lines:

Step 4, Picking up Finished Letter

Requested letters usually will take a minimum of **3** days to complete. You will be emailed (or telephoned if email is not an option) when the letter is finished. Students are expected to pick up their completed letters. If you wish the letter to be mailed to you directly, please clearly print your address on the following lines:

