



Graduation/Conferral Letter Request Form

- Only students who have applied for graduation via MyGateway may request a graduation letter
- Not Proof of Degree. The letter will NOT state that you have graduated unless your degree has been conferred. The letter will only state that you are a candidate for graduation. If you need to prove degree conferral, you should order an official transcript after your degree is awarded.

INSTRUCTIONS (Please read carefully. Incorrectly completed forms can delay your processing):

- Complete entire form
- Provide all information to be verified (i.e. date, status, address)
- Provide employer, point of contact, and mailing address for the letter
- Allow 2-4 days for processing
- Sign and date your request form and submit to the Student Services Office, NAB 110 or email to nursing@umsl.edu

Student Name:

Student ID #:

Student Email:

Student Phone #:

Anticipated Graduation Date:

Mail To:

Employer/Company Name:

Point of Contact Name:

Employer/Contact Email:

Building/Suite/Office Number:

Street Address:

City:

State:

Zip Code:

Student Signature: _____

Date: _____

Student Services Office Use Only

Processed By _____

Date _____