

Degree Completion Form

- To send us a written request for a letter of completion
Mail the form(s) to:

Judson University
Office of Registration & Records
1151 North State Street
Elgin, IL 60123

- Fax to (847) 628-2046
Attn: Jill Hargis, Graduation Auditor
- Student must have applied for graduation. You may not postpone graduation after letter has been issued.
- We cannot accept emailed or phoned requests.
- Request will be mailed within 7 to 10 working days.
- If you have an outstanding balance on your student account, or you are currently in default on a Perkins Loan, you must secure written permission from the Director of Student Accounts prior to being issued a degree completion letter. You may reach the Office of Student Accounts by:
 - Phone: 847.628.2053 (extension 2053 if on campus)

Degree Completion Order Form

847.628.1150

Student ID#: _____ Name: _____
Last *First* *Middle* *Maiden*

Student Address: _____
Street *City* *State* *Zip*

E-mail address: _____

Please prepare (#) _____ letter of completion

Please send to:

Please print clearly

_____	Attention
_____	University/Organization
_____	Street Address
_____	City, State, Zip Code

Home Phone: _____ Last four numbers of your Social Security: _____

Work Phone: _____ Last Semester Attended: _____

Student's Signature (*required by state law*)

Date