

Kent State University
College of Education, Health, and Human Services
Vacca Office of Student Services, 304 White Hall

Request Form for a Letter of Completion

Please note: This is a special service we offer to our students and will be available one week after the final date for which grades are to be posted on web for students. Completed forms are to be returned to 304 White Hall.

Expected Graduation date: _____
(Year)

Spring (May) **Fall (December)** **Summer (August)**

First Name: _____

Last Name: _____

SS #: _____

Licensure Area: _____

Mailing Address: _____

Phone: _____

E-mail: _____