



The University of British Columbia
School of Human Kinetics

Request for Letter - Graduation

Step 1: Identify yourself

Date of Request:	
Student Name:	Phone:
Student Number:	Email:
(Degree) Program Option:	

Step 2: Specialization and Graduation Date

Your specialization (include 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 <input type="checkbox"/> November 20 <input type="checkbox"/>

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 the finished letter

Requested letters usually will take a minimum of three (3) days to complete. You will be e-mailed (or telephoned if email is not an option) when the letter is finished. Students are expected to pick up their completed letters at the Advising Office in War Memorial Gym. If you wish the letter to be mailed to you directly, please clearly print your address below.