



College of Arts and Sciences Letter of Intent to Graduate Request Form

A Letter of Intent to Graduate is an official letter that provides proof a student has applied to graduate. This letter indicates the term the student intends to graduate along with their intended degree and major(s)/minor(s). The letter also specifically states that, *degree completion cannot be confirmed at this time*.

Letters of Intent to Graduate are sent within 3 business days upon review and approval. You will be notified by email if your request is denied.

Requirements:

1. You must be active in the student information system.
2. You must have a current graduation application on your record.

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Please **completely** fill out the information below and send the form to asgraduation@colorado.edu.

Please Confirm:

I have applied to graduate. ☐

Student Name:

Student Email:

Student ID Number:

Graduation Term:

Please send my Letter of Intent to Graduate to the following email address: **(NOTE: This cannot be the student's email.)**