Langston Campus, PO Box 728, Langston, OK 73050, Phone: 405-466-3225
OKC Campus, 6700 N. Martin Luther King Ave, Oklahoma City, OK 73111, Phone: 405-530-7500
Tulsa Campus, 914 North Greenwood, Tulsa, OK 74106, Phone: 918-877-8100
Email: luregistrar@langston.edu

CANDIDATE LETTER REQUEST

Candidate letters are official verification from Langston University that your degree will be conferred upon successful completion of all course work in which you are currently enrolled, and may provide appropriate information to verify your degree status to potential employers, immigration inquiries, or other agencies. Candidate letters are certified statements that include the student's name, degree, major, expected degree conferral time frame, and the signature of the University Registrar. Candidate letter requests will be fulfilled in approximately 3-5 business days.

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

CWID _____ GRADUATION DATE _____ / _____ / _____ DATE OF REQUEST _____ / _____ / _____

DEGREE _____ MAJOR _____

☐ I will pick up my letter at the Registrar's Office

- ☐ Langston
- ☐ Oklahoma City
- ☐ Tulsa

☐ I authorize _____ to pick up my letter at the Registrar's Office *(authorized person must show valid photo ID)*

- ☐ Langston
- ☐ Oklahoma City
- ☐ Tulsa

☐ I would like my letter emailed to: _____ @ _____ .com

☐ **(U.S. addresses only)** I would like the Registrar's Office to mail my letter to me at the following address:

NAME/BUSINESS _____

STREET ADDRESS _____ APT. # _____

CITY _____ STATE _____ ZIP CODE _____

SIGNATURE _____ DATE _____

Registrar Staff Only:

Processed by: _____ Date: _____