Date

RE: Student Name
Graduate Program: Certificate Title

To Whom It May Concern:

The Office of Graduate Studies at Missouri University of Science and Technology has reviewed the academic records of student name. As of Date, he/she has satisfactorily completed the four course sequence requirement for the Certificate Title Certificate.

As soon as the semester closes, all final grades are posted, and the commencement list is approved, we can complete a graduation audit and the certificate can be awarded.

Sincerely,

Costas Tsatsoulis
Vice Chancellor of Research
and Dean of Graduate Studies

kcw
Current Date

RE: Student Name
Graduate Program: Certificate Title

To Whom It May Concern:

The Office of Graduate Studies at Missouri University of Science and Technology has reviewed the program requirements for the Graduate Certificate in Certificate Title and the academic records for Student Name. The Graduate Certificate in Certificate Title requires a minimum of 12 credit hours of coursework. Student Name has completed 9 credit hours and is currently enrolled in the remaining 3 credit hours for Fall Semester 2018. He/she is currently on the December 2018 commencement list that is to be presented to the Missouri S&T Graduate Faculty.

As soon as the grades for his/her 3 credit hours for Fall Semester 2018 are posted we can complete a degree audit and check to confirm that Student Name has completed all degree requirements for the Graduate Certificate in Certificate Title.

Sincerely,

Costas Tsatsoulis
Vice Chancellor of Research
and Dean of Graduate Studies
RE: Student Name  
Graduate Program: M.S. Degree in Program Name

To Whom It May Concern:

The Office of Graduate Studies at Missouri University of Science and Technology has reviewed the program requirements for the Master of Science in Program Name, and the academic records for Student Name. Student Name’s master’s degree program requires a minimum of 30 credit hours of coursework. Student Name has completed 24 credit hours and is currently enrolled in the remaining six credit hours for Fall Semester 2018. He/she is currently on the December 2018 commencement list that is to be presented to the Missouri S&T Graduate Faculty.

As soon as the grades for his/her six credit hours for Fall Semester 2018 are posted, we can complete a degree audit review to confirm that Student Name has completed all requirements for the Master of Science in Program Name.

Sincerely,

Costas Tsatsoulis  
Vice Chancellor of Research  
and Dean of Graduate Studies
Date

RE: Student Name
Graduate Program: M.S. Degree in Program Name

To Whom It May Concern:

The Office of Graduate Studies at Missouri University of Science and Technology has reviewed the academic records of Student Name. As of date, he/she has satisfactorily completed all requirements for the Master of Science in Program Name, and is currently on the December 2018 commencement list that is to be presented to the Missouri S&T Graduate Faculty.

As soon as the semester closes, all final grades are posted, and the commencement list is approved, we can complete a graduation audit and the degree can be awarded.

Sincerely,

Costas Tsatsoulis
Vice Chancellor of Research
and Dean of Graduate Studies
U.S. Citizenship and Immigration Service
I-129 Processing Unit

RE: Student Name

To Whom It May Concern:

With verification from Dr. Costas Tsatsoulis, Vice Chancellor of Research and Dean of Graduate Studies, I confirm that on August 16, 2018, Student Name completed all required coursework and satisfied all requirements for a MS degree in Program Name.

Please do not hesitate to contact me if you have any questions.

Sincerely,

______________________________  ________________________________
Deanne Jackson                  Costas Tsatsoulis
Registrar                      Vice Chancellor of Research
                                 and Dean of Graduate Studies