

Complete, print, sign and submit the form by one of the following methods: Fax (470) 578-9097; mail: Office of the Registrar, 585 Cobb Avenue, MD 0116, ATTN: Graduation Coordinator, Kennesaw, GA 30144-5591; scan and email form to registrar@kennesaw.edu; or bring the form to: **Kennesaw Campus** - GATES (a division of the Office of the Registrar) or **Marietta Campus** - Building B, M-F, 8 am to 5 pm.

**INTERNATIONAL LETTER REQUEST FORM
KENNESAW STATE UNIVERSITY**

Commencement tickets are limited. International Letters DO NOT guarantee tickets in excess of student allotment.

NAME	KSU ID #
Phone Number	Email Address
Graduation Term	I will pick up the letters on the
Undergraduate Major	
or	
Graduate Program	

Please print name of family or friends who plan to attend graduation and need this letter for Visas, etc. Please note international letters may only be processed after ceremony times have been posted. Please allow 5-7 business days for processing.

Name

Name

Name

Name

Name

Name

Date

Student Signature

OFFICE OF THE REGISTRAR USE ONLY

NOTES:

INITIALS: _____

DATE: