REQUEST FOR
COMPLETION OF REQUIREMENTS LETTER
EE/CE/TE Graduate Program

Step 1 –To be completed by Student

Date of Request:_____

Last Name: _____   First Name: _____

UTD ID: _____   Degree: _____   E-mail: _____

Semester of Graduation: _____   Year of Graduation : _____   Graduated In Absentia? _____

Company/Institution requesting COR: _____

Purpose of Request: _____

Step 2 - Documents to Submit

- An email or letter from a company/institution giving their confirmation that a COR letter issued by the ECE Graduate Program Office will be sufficient for their needs
- If MS, a copy of your Master's thesis examination report
- If PhD, provide the date of dissertation final oral examination on the email to ecegradprogram @utdallas.edu
- A copy of email from the Graduate Reader about your approved PhD dissertation or MS thesis final copy; (email received after submitting your dissertation or thesis final copy)

Step 3 – Routing Instructions

E-mail the following to the ECE Graduate Program Office ecegradprogram@utdallas.edu:

1. This completed Request for COR Letter form

2. Include the documents (and info) listed in Step-2

Please allow 3-5 business days for processing.

Please note: A COR letter is requested by an employer or graduate school when the degree has not yet posted on the transcripts. Transcripts may not show the degree earned until the Census Day of the following semester (see Academic Calendar.) The ECE Graduate Program Office can issue a COR letter for all EE/CE/TE Graduate Students; see a sample COR letter.