

EEE EXPECTED GRADUATION

Please type the following letter and submit it by email to Dr. Preetham Kumar at kumarp@ecs.csus.edu AND the EEE Department Office at eeeassistant@ecs.csus.edu. The email should contain your contact information and if necessary, the name of the person you have designated to pick up the letter for you.

Once we receive your letter, it will be printed on EEE Department Letterhead and given to the EEE Graduate Coordinator for signature. Incomplete or letters not completed properly will not be processed and returned to you for corrections.

Letters could take **AT LEAST THREE DAYS AFTER SUBMISSION** to be processed, especially during busy periods at the beginning and the end of each semester.

Please be patient. You will be notified when the letter is ready for pick up via email or phone.

MEMORANDUM

TO: Whom it May Concern

FROM: Preetham Kumar, Graduate Coordinator
Electrical and Electronic Engineering

SUBJECT: Verification of status for _____
(PRINT – First and Last Name)

SacState ID: _____

This letter is to certify that **Mr. / Ms.** _____ is expected to complete the requirements for a Masters of Science degree in Electrical and Electronic Engineering from Sacramento State University in (*semester & year*)_____. **His / Her** instructors have confirmed that **he / she** is passing all the classes **he / she** is currently enrolled in this semester. The diploma will be issued by Sacramento State University shortly after the semester ends.

Letter should look like example below.

March 3, 2011

MEMORANDUM

TO: Whom It May Concern

FROM: Dr. Preetham Kumar, Graduate Coordinator
Electrical and Electronic Engineering

SUBJECT: Verification of status for Mr. Oscar Meyer

This letter is to certify that Mr. Meyer is expected to complete his requirements for the Masters of Science degree in Electrical and Electronic Engineering from Sacramento State University in Spring 2011. His instructors have confirmed that he is passing all the classes he is enrolled in this semester. The diploma will be issued by Sacramento State University shortly after the semester ends.