

# MS in Computer Science

## Request for Letter from the CECS Department/Graduate Advisor

All MSCS students who require a letter from the CECS Department or Graduate Advisor are asked to follow the directions on this form. Please submit the following information in hardcopy version to the CECS Office:

- a) This Request for Letter questionnaire completed and signed.
- b) A current copy of your unofficial transcript.

Please note that it may take up to five working days before you receive your letter.

1. What is the reason for your CECS Department/Graduate Advisor letter? (*Continue on back, if needed.*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. To whom should your letter should be addressed?

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Suffix (e.g., Ph.D., M.D.): \_\_\_\_\_

Professional Position & Department (e.g., Dept. Chair Chemistry, CIE Advisor): \_\_\_\_\_

Professional Title (e.g., Dr., Mr., Ms., Judge, etc.): \_\_\_\_\_

3. What style of letter would you prefer?  EMAIL  HARDCOPY

If **EMAIL**, what is the email address of the addressee? \_\_\_\_\_

If **HARDCOPY**, please provide an email address or phone number where we can notify you when the letter is ready for pick-up in the CECS Department Office: \_\_\_\_\_

4. Are you in good academic standing (i.e., not on probation)?  YES  NO

5. Is your GPA above 3.0?  YES  NO

6. Have you Advanced to Candidacy?  YES  NO

If **NO**, please list all of the courses you have taken for your MSCS degree.

Classes completed (with a 'C' or better): \_\_\_\_\_

\_\_\_\_\_

Classes currently enrolled in: \_\_\_\_\_

7. When are you planning to graduate? \_\_\_\_\_

**The information I have provided is accurate and represents my current MSCS status.**

Signed: \_\_\_\_\_ SID: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

-----  
For CECS Department use only:

**Letter Status:**  Not approved  Complete  Student Contacted for Pickup

**Advisor:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**Notes:**