How to Order Program Completion Letter

Overview

Program Completion Letters are available if you have applied for program completion or have graduated from a credential granting program.

Students in any credential granting program can generate a downloadable PDF program completion letter in the UBC Official Documents Tool (ODMT).

You select your credential and can opt to include your UBC student number and/or birth date and month.

Who can request the letter?

1. Graduate students are eligible for letters for Workday's program completion statuses 'Approved for Completion' and 'Program Completed'

2. Any Student with the Program of Study Status as Complete will use receive a Registrar signed letter

Things to be aware of

1. If you have an active hold on your student record, you may not be able to request a letter

2. If you have more than 1 credential granting program at UBC, you must print one letter per academic record
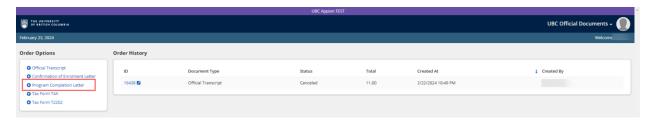
Instructions

Step 1: Access the UBC Official Documents Portal

On your Academics dashboard, find the link to access the UBC Official Documents (ODMT).

Step 2: Select Program Completion Letter

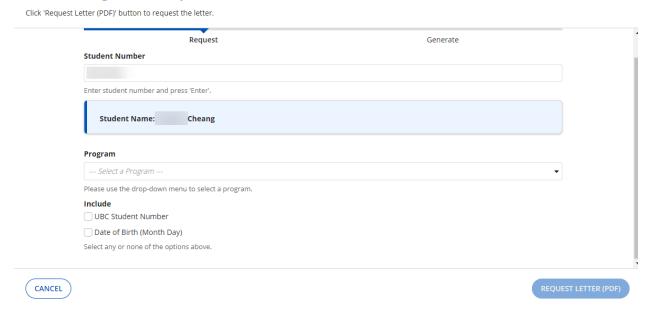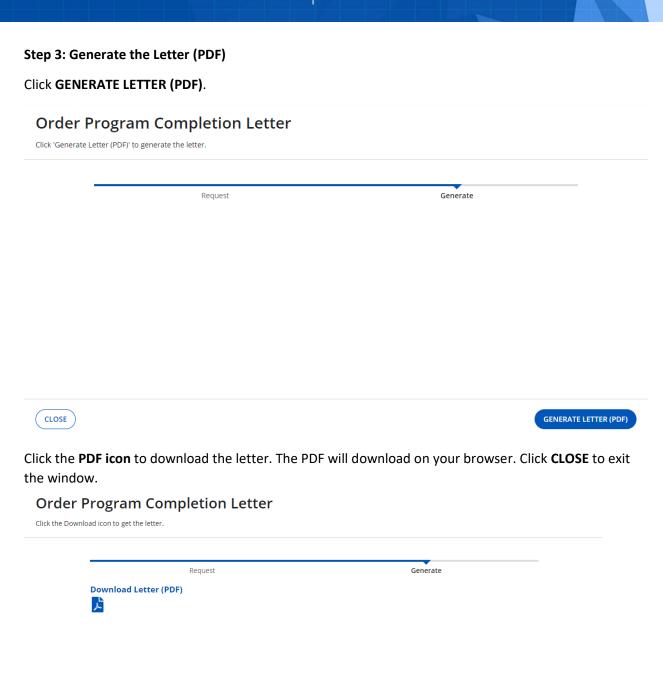In ODMT student view, select **Program Completion** from the left menu.

Step 2: Select the Program

1. The student name will show up
2. Use the drop-down menu to select the Program
3. [Optional] Select UBC Student Number and/or Date of Birth (Month Day) to include
4. Click Request Letter (PDF) on the bottom right of the page

Step 3: Generate the Letter (PDF)

Click **GENERATE LETTER (PDF)**.

Order Program Completion Letter

Click 'Generate Letter (PDF)' to generate the letter.

Request — Generate

CLOSE   GENERATE LETTER (PDF)

Click the **PDF icon** to download the letter. The PDF will download on your browser. Click **CLOSE** to exit the window.

Order Program Completion Letter

Click the Download icon to get the letter.

Request — Generate

Download Letter (PDF)

CLOSE