

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. Undergraduate students are eligible for letters if their program completion status in Workday is one of the following: 'Evaluation Deferred', 'Approved for Completion' and 'Program Completed'
3. 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.

The screenshot shows the 'UBC Official Documents' interface. At the top, it says 'UBC Applian TEST' and 'February 23, 2024'. On the right, there is a 'Welcome' message and a user profile icon. The main content is divided into two sections: 'Order Options' and 'Order History'. In 'Order Options', there are four radio buttons: 'Official Transcript', 'Confirmation of Enrollment Letter', 'Program Completion Letter' (which is selected and highlighted with a red box), 'Tax Form T4A', and 'Tax Form T2202'. The 'Order History' section contains a table with the following data:

ID	Document Type	Status	Total	Created At	Created By
19438	Official Transcript	Canceled	11.00	2/22/2024 10:49 PM	

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

Order Program Completion Letter

Click 'Request Letter (PDF)' button to request the letter.

The screenshot shows the 'Request' form for ordering a Program Completion Letter. The form has a 'Request' tab selected and a 'Generate' button. The form fields are as follows:

- Student Number:** A text input field with a blurred value.
- Student Name:** A blue box displaying 'Student Name: Cheang'.
- Program:** A dropdown menu with the text '--- Select a Program ---'.
- Include:** Two checkboxes: 'UBC Student Number' and 'Date of Birth (Month Day)', both of which are currently unchecked.

At the bottom of the form, there are two buttons: 'CANCEL' on the left and 'REQUEST LETTER (PDF)' on the right.

Step 3: Generate the Letter (PDF)

Click **GENERATE LETTER (PDF)**.

Order Program Completion Letter

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



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.



Download Letter (PDF)



CLOSE