

LETTER REQUEST



IMPORTANT: ALL fields below are REQUIRED. The form will be returned if incomplete.

Student name: _____ ID#: _____ Campus: _____

Degree program: _____ Major: _____

Telephone number: _____ Email: _____

Please check the type of letter(s) needed:

Enrollment verification

A letter that states you are a full time student and the degree you are seeking. This letter may be used for government, family, or an agency. This letter also may be submitted to your consulate when you are extending your passport.

Degree verification

A letter describing the completion of a degree, including the major and date awarded:

If alumni, approximate dates of attendance: _____

Letter of graduation invitation (*international students only*)

Please print legibly the full names and address of whom you are inviting to the graduation ceremony.

Other:

Please select a delivery method:

Mail via USPS to the recipient below. Please print legibly the mailing address.

Fax: _____

Pick up (student will be notified when the letter is ready)

Email

Student signature

Date

Please submit the completed form to Student Services for processing.

For Administrative use only:

Processed by: _____ Date: _____