



LETTER REQUEST FORM

STUDENT INFORMATION (please print)

Student ID Number (Use Social Security Number if Student ID number is unknown) _____ Date of Birth _____ Telephone Number _____

Last Name _____ First Name _____ Middle Name _____

Previous/Former Name(s), if applicable _____

Current Address _____ City _____ State _____ Zip Code _____

LETTER INFORMATION (check all that apply)

- Enrollment Term/Semester _____ Year _____
- Credit Hours _____ Anticipated Graduation Date _____ Major/Program _____ Grade Point Average _____
- Degree (major and date of graduation) _____
- Other: _____

All letters are addressed "To Whom It May Concern" unless you indicate otherwise here:

Name (if NOT addressed "To Whom It May Concern") _____

If verification is for a student loan: Name of Lender: _____

The processing time for enrollment letters is three (3) business days. For financial/student loan verifications, the processing time is seven (7) business days.

DELIVERY METHOD

- I will pick up my letter in 2 business days.
- Please fax my letter to: _____ Attention: _____
- Please mail my letter to the address below:

Name: _____

Address: _____

City, State: _____ Zip Code _____

Student Signature _____ Date _____