### Letter Request Form

**PLEASE ALLOW 1 - 2 BUSINESS DAYS FOR PROCESSING**

#### (A) PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Title: (Circle one)</th>
<th>Name: (Last, First, M.I)</th>
<th>Student ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. / Ms.</td>
<td></td>
<td>N ___ ___ --- ___ --- ___ --- ___</td>
</tr>
</tbody>
</table>

Local Address:

Preferred E-mail: (We will contact you at this address)

Student Status: (Check one)

- Full-Time
- Part-Time

#### (B) LETTER REQUEST INFORMATION

Letter Type: (Check one)

- Letter Verifying Enrollment
- Letter Verifying Graduation
- Letter Verifying Address/Enrollment for a Bank
- Letter Certifying Degree Requirements Completed *(prior to graduation)*
- Letter Verifying Expected Graduation Date
- Excuse Letter for Jury Duty
- Other: (explain below)

Recipient Name & Address: (If applicable):

Letter Handling: (Please read carefully and check one)

- Addressed to self and held for pick-up. (You will be notified via your preferred e-mail indicated above.)
- Addressed to self and mailed to my address above.
- Addressed to recipient above and held for pick-up. (You will be notified via your preferred e-mail indicated above.)
- Addressed to recipient above and mailed.
- Other Instructions: (Explain below)

Student’s Signature:  
Date:

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**OFFICE USE ONLY**

Date:  
Initials: