

# Letter Request Form

PLEASE ALLOW 1 - 2 BUSINESS DAYS FOR PROCESSING.

PERSONAL INFORMATION		
<b>1 Title:</b> (Circle one) Mr. / Ms.	<b>2 Name:</b> (Last, First, M.I.)	<b>3 Student ID #:</b> N _____
<b>4 Local Address:</b>		
<b>5 Preferred E-mail:</b> (We will contact you at this address)		

LETTER REQUEST INFORMATION		
<b>1 Letter Type:</b> (Check <input checked="" type="checkbox"/> all that apply)		
<input type="checkbox"/> Verifying Enrollment/Attendance	<input type="checkbox"/> Verifying Expected Graduation Date	
<input type="checkbox"/> Verifying Degree Requirements Are Completed ( <i>prior to graduation</i> )	<input type="checkbox"/> Verifying Present Address	
<input type="checkbox"/> Verifying Graduation	<input type="checkbox"/> Other: (Explain below)	
<input type="checkbox"/> Requesting Excusal From Jury Duty	<input type="checkbox"/> Other: (Explain below)	
<table border="1"> <tr> <td> <b>Number of Letters Requested:</b>            _____         </td> </tr> </table>		<b>Number of Letters Requested:</b> _____
<b>Number of Letters Requested:</b> _____		
<b>2 Recipient:</b> <input type="checkbox"/> "To Whom It May Concern" (Standard) <u>OR</u> <input type="checkbox"/> Recipient Name & Address Indicated Below:		
<b>3 Letter Handling:</b> (Please read carefully and check <input checked="" type="checkbox"/> one)		
<input type="checkbox"/> Emailed to me as an electronic copy. (PDF format)		
<input type="checkbox"/> Addressed to self and held for pick-up. (You will be notified via your preferred e-mail indicated above.)		
<input type="checkbox"/> Addressed to self and mailed to my address above.		
<input type="checkbox"/> Addressed to recipient above and held for pick-up. (You will be notified via your preferred e-mail indicated above.)		
<input type="checkbox"/> Addressed to recipient above and mailed.		
<input type="checkbox"/> Other Instructions: (Explain below)		
<b>Student's Signature:</b>	<b>Date:</b>	

OFFICE USE ONLY	
Date:	Initials: