Letter Request Form

PLEASE ALLOW 1 - 2 BUSINESS DAYS FOR PROCESSING.

### 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)

### LETTER REQUEST INFORMATION

**Letter Type:** (Check ☑ all that apply)

- [ ] Verifying Enrollment/Attendance
- [ ] Verifying Expected Graduation Date
- [ ] Verifying Present Address
- [ ] Verifying Degree Requirements Are Completed *(prior to graduation)*
- [ ] Verifying Graduation
- [ ] Requesting Excusal From Jury Duty
- [ ] Other: (Explain below)

**Recipient:** ☐ “To Whom It May Concern” *(Standard)* OR ☑ Recipient Name & Address Indicated Below:

**Letter Handling:** (Please read carefully and check ☑ one)

- [ ] Emailed to me as an electronic copy. *(PDF format)*
- [ ] 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: ____________

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