LETTER REQUEST

Lawrence Tech
THEORY AND PRACTICE 1932
Enrollment Services

NOTE: There is a $2.00 fee per letter. Please allow two business days from receipt of this form for processing.

Student Information

Name _____ ID#_____

Current Address Street_____ Apt._____

City_____ State_____ ZIP_____

Phone Number _____

Semester(s) to be Verified: ☐**Fall** ☐**Spring** ☐**Summer** **20**_____

Standard Letter

- ❑Enrollment (term dates and enrollment status)
- ❑Class Standing (Undergraduate only)
- ❑Credit Hours
- ❑Major
- ❑Anticipated Graduation Date
- ❑International Student Family Graduation Invitation
- ❑Change of Major
- ❑Grade Point Average
- ❑Degree (major and date of graduation)

International Student Family Graduation Invitation

Guest 1 Information
Full Name_____
Country _____

Guest 2 Information
Full Name_____
Country _____

Guest 3 Information
Full Name_____
Country _____

All letters are addressed *"To Whom It May Concern"* unless otherwise indicated here:_____

If verification is for a student loan: Name of Lender_____ Amount of loan $_____

Delivery Method: Number requested: _____

❑I would like to pick up this letter at the One Stop Center. NOTE: Letters are only held for 2 weeks.

❑Please mail this letter to my current address as indicated above.

❑Please FAX this letter to (_____) _____-_____

❑Please mail this letter to the address indicated below:

Name _____

Address Line 1 _____ Address Line 2_____

City_____ State_____ ZIP_____

_____

Student Signature (authorizes letter and charge to credit card (if applicable)) **Date**

IF YOU ARE PAYING IN-PERSON AT THE ONE STOP CENTER, DO NOT COMPLETE THIS SECTION.

AUTHORIZATION AND PAYMENT

❑Check enclosed
❑Please charge my credit card:
❑Visa ❑MasterCard ❑Discover ❑American Express

_____
Credit Card Number **Exp.Date**

Amount authorized to be charged $_____

Charges Processed: Date:_____ Initials:_____
Letter Sent: Date:_____ Initials:_____