



Office of Enrollment Services
Letter Request

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, Class Standing, Credit Hours, Major, Anticipated Graduation Date, International Student Family Graduation Invitation, Change of Major, Grade Point Average, Degree
International Student Family Graduation Invitation: Guest 1, Guest 2, Guest 3 Information

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

- 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, City, Address Line 2, 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
Credit Card Number, Exp.Date, Amount authorized to be charged \$

OFFICE USE ONLY: Charges Processed: Letter Processed by: Date Processed/Letter Sent: