



Office of the Registrar
Letter Verification Request Form

GENERAL INFORMATION

If a student requires a special letter that verifies particular information about them at the University, they should complete and submit this form to the Registrar's Office. There is a \$2.00 fee per letter. Please allow two business days from the receipt of this form for processing.

STUDENT INFORMATION

Name \_\_\_\_\_ ID \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Preferred E-Mail \_\_\_\_\_

VERIFICATION REQUESTED

- Enrollment, Class Standing, Class Ranking, Academic Standing, Degree, Major, Graduation Date, Grade point average, Other

MAILING INFORMATION

All letters are addressed as "To Whom It May Concern" unless otherwise indicated here: \_\_\_\_\_

- Hold for pickup, Mail this letter to my home address, Mail this letter to the address indicated below

AUTHORIZATION AND PAYMENT

- I have paid the processing fee in the Student Service Center, Please charge my credit card as indicated below, Visa, Mastercard, Discover, Check enclosed

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Amount authorized to be charged: \$ \_\_\_\_\_

Student Signature (authorizes verification letter and charge to credit card, if applicable)

Date

REGISTRAR'S OFFICE USE ONLY:

Processed: \_\_\_\_\_ Charges Processed: \_\_\_\_\_ Letter Sent: \_\_\_\_\_