Enrollment Letter Request Form

Office of the Registrar
Recitation Hall, Room 21

Name
(Please Print) Last ____________ First ____________ Middle Initial ____________

Student ID number _____________________________

Campus/Daytime phone ___________________________

What period of time needs verified?

☐ Current Semester _____/_____

☐ From ___/___ To ___/___

☐ Next Semester (must be registered)

☐ Enrollment History

Please Choose From The Following:

☐ Please check box if you want to PICK UP the certification

☐ FAX: Attn__________________ Fax number: (     )_____________

☐ SCAN & EMAIL: Email address:_________________________

☐ MAIL TO:___________________________________________

Address ____________________________________________

___________________________________________

City________________________ State _____ Zip__________

After reviewing the opposite column, are there any additional comments you need on this letter?

________________________________________________

________________________________________________

Additional information that may be included in the letter:

☐ Social Security Number

☐ Dean’s List for chosen semester(s)

☐ Current cumulative GPA

☐ Current course schedule

☐ University Seal

This is actually crimped on the letter

PLEASE NOTE
In keeping compliance with FERPA, the items mentioned above may only be requested by the student.

For Seniors ONLY

☐ Letter stating student’s anticipated degree date

Student Signature ______________________________________

Date ______________________

Office Use ONLY

Processed by: __________________

Date processed __________________

Aug-11