



# 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: ( ) \_\_\_\_\_

**MAIL TO:** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

*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.*

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **For Seniors ONLY**

Letter stating student's *anticipated* degree date

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

### **Office Use ONLY**

Processed by: \_\_\_\_\_

Date processed \_\_\_\_\_