

REQUEST FORM

Student Information	Request Information																		
Last Name: _____ First/Middle: _____ ID#: _____ Class: _____ Society: _____ Address: _____ Email: _____ Telephone: _____	_____ Student _____ Alumni? <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Request(s)*:</u></th> <th style="text-align: right;"><u># of Copies</u></th> </tr> </thead> <tbody> <tr> <td>_____ Official Transcript</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Unofficial Copy of Transcript</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Student Status Confirmation Letter</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Jury Duty Letter</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Dean's Letter (must be sent to institution)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Confirmation/Away Elective</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Degree Verification letter</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Other: _____</td> <td style="text-align: right;">_____</td> </tr> </tbody> </table>	<u>Request(s)*:</u>	<u># of Copies</u>	_____ Official Transcript	_____	_____ Unofficial Copy of Transcript	_____	_____ Student Status Confirmation Letter	_____	_____ Jury Duty Letter	_____	_____ Dean's Letter (must be sent to institution)	_____	_____ Confirmation/Away Elective	_____	_____ Degree Verification letter	_____	_____ Other: _____	_____
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_____ Other: _____	_____																		

Information request purpose/reason: _____

(In order to help us process your request, please provide details in the section to the right.)

Choose one:

_____ PLEASE MAIL

_____ PLEASE HOLD FOR PICK-UP

Name and Complete Address of Person/Place where information is to be sent:
(Attach additional pages or address labels, if necessary)

Students are expected to pick-up information at the Registrar's Office front desk within ONE WEEK's time.

PLEASE NOTE: Transcripts and verification/confirmation letters may take from **ONE TO TWO WEEKS TO PROCESS**, depending on time of year and volume of requests. We DO NOT email or fax transcripts or Dean's Letters.

Handwritten Signature: _____

Date: _____

For Office Use Only:

_____ Date Sent

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