

OFFICIAL LETTER REQUEST FORM

STUDENT NAME (PLEASE PRINT LEGIBLY):

LAST: _____ FIRST: _____ MIDDLE: _____

TU ID OR THE LAST FOUR DIGITS OF SSN: _____

I request an official letter that certifies the following academic information (please check all appropriate boxes):

- ENROLLMENT FOR THE (PLEASE CIRCLE ONE) **FALL** | **SPRING** | **SUMMER** SEMESTER OF _____
(YEAR)
- ANTICIPATED DATE OF GRADUATION (CURRENT STUDENTS ONLY)
- PROGRAM OF STUDY (CURRENT STUDENTS ONLY)
- GOOD STANDING VERIFICATION
- DEGREE EARNED

This letter will include the information requested above as it appears in our records. It will be printed on University of Tulsa letterhead.

NUMBER OF COPIES REQUESTED: _____

Please select a method of delivery from the list below (note: check a maximum of one box for every copy requested)

- HOLD for me to pick up (please allow one day for processing, available by 10 a.m. the next business day)
- HOLD for _____ (FULL NAME) to pick up with a valid photo ID
- FAX to: # _____ ATTN: _____
- EMAIL to: _____
- MAIL to: _____ (NAME)
 _____ (ADDRESS LINE 1)
 _____ (ADDRESS LINE 2)
 _____ (CITY, STATE, ZIP, COUNTRY)

(SIGNATURE) (DATE)

If you are not the above student, but have a signed release from the student, please print your name below:

(PRINTED NAME)

OFFICE USE ONLY, DO NOT WRITE IN THIS SPACE
 UG / GR / LW || FT / HT / LTHT || STAL? Y / N
 HOURS ENROLLED: _____