

# 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)

*(Digital signatures are not accepted. Form can only be processed with your signature or a confirmation email from your assigned TU Email Account)*

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: \_\_\_\_\_