

Sponsored Student Letter Request Form

Date of Request: _____

(Once your request is approved, please allow 3-5 business days for processing. You will be emailed when your letter is ready to be picked up).

Student Information

Student ID: _____

Name (first, last): _____

Phone number: _____

E-mail address: _____

Sponsor and Sponsor Advisor Information

Please note which email address the letter needs to be emailed to.

Sponsor: _____

Sponsor Advisor: _____

Sponsor Advisor Email: _____

Sponsor Approved Major: _____

Please let us know what kind of letter you are requesting. If you need specific wording in your letter, please print this below.

Please note that all requests for Graduation confirmation, enrollment verification, or other details regarding your student information may only be released if you have signed the Sponsored Student Information Release Form. If you are unsure if this form has been signed, please speak to your International Advisor.

Transcripts and other document requests that require detailed information regarding your grades can only be created if the information is available and if the Transcript Release Form has been signed. It takes approximately 45 days after graduation for all information to be generated and entered into the system by the Registrar's Office to create letters confirming graduation. Letters of Program Participation or Enrollment can only be created once all processes have been completed. You will be emailed notifying that the letter has been created and ready to be picked up at the International Enrollment Office.