



STUDENT LETTER REQUEST

Due to the number of requests received by the office of the campus registrar for letters, as well as the diverse needs, it is now essential to make a formal request. *At least 3 working days are required to process this request. Please do not ask for your letter before this time elapses.* Please be thorough in filling out this form. Your letter will only be as accurate as the information provided by you

PLEASE PRINT ALL INFORMATION, IT MUST BE LEGIBLE

Students Name: _____ Date: _____

Program of study: _____ Major: _____

Student ID# _____

Type of letter (please check):

Auto Insurance

Military Status

Financial Aid/Loan deferment confirmation

VISA Renewal

Other, please specify: _____

Type of information to be included (please check all that apply):

Confirming this semesters' student status

Confirming academic year student status

Confirming intercampus transfer within the academic year

Requires official SIU seal

Other, please specify in detail: _____

Any other information required within the body of the letter? (Please be specific)

Letters will be available for pick-up at the office of the campus registrar after three full working days from the day of submission.

FOR OFFICE USE ONLY

Date received: _____ Processed: _____ Copy to file _____

Processed by: _____