Letter Request Form

Banner ID: __________________________  Date: __________________________

Name: ______________________________  Semester: _______________________

Type of Letter Required:
☐ Letter of Enrollment (Enrolled & Attending – issued after official census date only*)
☐ Letter of Intent to Enroll (Enrolled, not yet attending)
☐ Letter of College Visit (Not enrolled, visited to inquire)

Please check one and enter number:
☐ Pick up ___ Letter(s) __________________________
☐ Fax ___ Letter(s) to __________________________
☐ Mail ___ Letter(s) to my address __________________________
☐ Mail ___ Letter(s) to preferred address __________________________

Preferred Mailing Address: __________________________

I understand the processing time for my request is generally a maximum of 48 hours. During peak registration periods, processing may take longer. I acknowledge that when picking up my letter, I will be required to show an official photo ID.

Student Signature* __________________________  Date __________________________

*Office Use Only: Processed by: __________________________  Date: __________________________