

**REQUEST FOR A LETTER**

TITLE: ( ) Mr. ( ) Miss ( ) Ms. ( ) Mrs. NAME: \_\_\_\_\_

USC ID# \_\_\_\_\_ AU ID# \_\_\_\_\_ CURRENT PHONE# \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

PROGRAM/DEGREE: ( ) ESL ( ) AS ( ) AA  
( ) BA ( ) BBA ( ) BS ( ) BS Elementary Education  
( ) MAPTh ( ) MA ( ) MBA ( ) MS

MAJOR: \_\_\_\_\_ EMPHASIS: \_\_\_\_\_

2<sup>ND</sup> MAJOR: \_\_\_\_\_ MINOR/S: \_\_\_\_\_

[ ] PLEASE ADDRESS LETTER "TO WHOM IT MAY CONCERN" **OR**

[ ] PLEASE ADDRESS LETTER TO THE FOLLOWING INDIVIDUAL/INSTITUTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Letter: (Please check one or more of the following)

- Letter indicating that I am a full/part time student
- Letter indicating that I **was** enrolled during a specific calendar or school year: \_\_\_\_\_ (Please indicate)
- Letter indicating number of years or semesters I have already completed and number of years or semesters I have left to complete my program [*Do you have approved transfer credits?* ( ) Yes ( ) No]
- Letter stating my GPA as verified by my Check Sheet Preparer \_\_\_\_\_
- Letter stating the courses I have done in a particular semester ( include grades/time schedule please specify: semester \_\_\_\_\_)
- Letter stating the courses I am registered for during the current semester ( include times of classes)
- Letter stating when I began my program
- Letter verifying that I have changed my program of study (**Attach Approved Change of Program**)
- Other: \_\_\_\_\_

**By placing my signature below I am hereby authorizing the Registrar's Office to release the information checked above to the person(s)/institution(s) stated. I understand that letters take a minimum of 10 working days to process.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

[ ] I will Collect Letter [ ] Please mail letter to me / organization identified above

[ ] I authorize the following person to collect on my behalf \_\_\_\_\_