

# REQUEST FORM

Student Information	Request Information																				
<b>Last Name:</b> _____ <b>First/Middle:</b> _____ <b>ID#:</b> _____ <b>Class:</b> _____ <b>Society:</b> _____  <b>Address:</b> _____ _____ _____  <b>Email:</b> _____ <b>Telephone:</b> _____	_____ Student? _____ Alumni?  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Request(s)*:</u></th> <th style="text-align: right;"><u># of Copies</u></th> </tr> </thead> <tbody> <tr> <td>_____ Official Transcript</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Unofficial Copy of Transcript</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Student Status Confirmation Letter</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Jury Duty Letter</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Dean's Letter (sent to institution; <i>MD only</i>)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Confirmation/Away Elective (<i>MD only</i>)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Degree Verification letter</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ GPA letter (<i>master's only</i>)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>_____ Other: _____</td> <td style="text-align: right;">_____</td> </tr> </tbody> </table>	<u>Request(s)*:</u>	<u># of Copies</u>	_____ Official Transcript	_____	_____ Unofficial Copy of Transcript	_____	_____ Student Status Confirmation Letter	_____	_____ Jury Duty Letter	_____	_____ Dean's Letter (sent to institution; <i>MD only</i> )	_____	_____ Confirmation/Away Elective ( <i>MD only</i> )	_____	_____ Degree Verification letter	_____	_____ GPA letter ( <i>master's only</i> )	_____	_____ Other: _____	_____
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**Information request purpose/reason:** \_\_\_\_\_  
 (In order to help us process your request, please provide details in the section to the right.)  
 \_\_\_\_\_

**Choose one:**

<p>_____ <b>PLEASE MAIL</b></p> <p><b>Name and Complete Address of Person/Place where information is to be sent:</b>        (Attach additional pages or address labels, if necessary)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ <b>PLEASE HOLD FOR PICK-UP</b></p> <p>Students are expected to pick-up information at the Registrar's Office front desk within ONE WEEK's time.</p>
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**PLEASE NOTE:** Transcripts and verification/confirmation letters may take from **ONE TO TWO WEEKS TO PROCESS**, depending on time of year and volume of requests. We **DO NOT** email or fax transcripts or Dean's Letters.

**Handwritten Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only:  
 \_\_\_\_\_ Date Sent  
 wps\share\reqform.xls