



## **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: \_\_\_\_\_