Official Letter Request Form

Student Name (please print legibly):

Last: _____ First: _____ Middle:_____

TU ID or the last four digits of SSN: _____

I request an official letter that certifies the following academic information (please check all appropriate boxes):

- ☐ Enrollment for the (please circle one) **Fall** | **Spring** | **Summer** semester of _____ (year)
- ☐ Anticipated Date of Graduation (current students only)
- ☐ Program of Study (current students only)
- ☐ Good Standing Verification
- ☐ Degree Earned

This letter will include the information requested above as it appears in our records. It will be printed on University of Tulsa letterhead.

Number of copies requested: _____

Please select a method of delivery from the list below (note: check a maximum of one box for every copy requested)

- ☐ Hold for me to pick up (please allow one day for processing, available by 10 a.m. the next business day)
- ☐ Hold for _____(full name) to pick up with a valid photo ID
- ☐ Fax to: # _____ Attn:_____
- ☐ Email to: _____
- ☐ Mail to:

_____(Name)

_____(Address line 1)

_____(Address line 2)

_____(City, State, Zip, Country)

_____ _____

(signature) (date)

If you are not the above student, but have a signed release from the student, please print your name below:

_____

(printed name)

Office Use Only, Do Not Write In This Space

UG / GR / LW || FT / HT / LTHT || STAL? Y / N

Hours enrolled: _____

University of Tulsa ◇ Office of the Registrar ◇ 800 South Tucker Drive ◇ Tulsa, OK 74104
(918) 631—2254 ◇ records@utulsa.edu