REQUEST FOR A LETTER

Today’s Date: __________________________

Student’s Name: _________________________________________________________________________

Penn ID (8 digits): __________________________ Email: __________________________

Please indicate your academic status:

☐ Undergraduate
☐ Masters
☐ Ph.D.

Date Required for Letter Pick-Up
(Minimum of two business days is needed to complete request): __________________________

I am requesting a letter for the following purpose (check all that apply):

☐ Verify my Full-time Status
☐ Verify that I am in Good Academic Standing
☐ Verify my Expected Date of Graduation
☐ Verify my Dates of Enrollment
☐ Verify my Degree Awarded
☐ Confirm that Penn does not rank students
☐ Other: __________________________________________________________________________

Additional information to be included in Letter (if any): ______________________________________

☐ Letter requires an Official SEAS seal

When completed, please:

☐ Mail letter to this address: __________________________

☐ Fax letter to this number: __________________________

☐ I will pick up the letter from 109 Towne.

* PLEASE NOTE THAT A MINIMUM OF TWO BUSINESS DAYS IS NEEDED TO COMPLETE YOUR REQUEST.

Student Signature: __________________________ Date: __________________________

RETURN FORM TO: RESEARCH AND ACADEMIC SERVICES, TOWNE 109 October, 2015