



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: _____