REQUEST FOR A Dean’s LETTER

Today’s Date: ___________________________

Student’s Name: ______________________________________________________________________

Penn ID (8 digits): ____________________________ Email: ______________________________

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

I am requesting a “Dean’s” 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 111 Towne.

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

Student Signature: ____________________________ Date: ____________________________

RETURN FORM TO: OFFICE OF ACADEMIC PROGRAMS, 111 TOWNE

April, 2013