



Student Letter Request Form

Personal Information	
Name:	UCQID #
Phone:	Date:
Signature:	
Who is the letter for?	
<input type="checkbox"/> Sponsor	
<input type="checkbox"/> Other (please provide the information below)	
Name _____	
Title _____	
What Should the Letter Include? (if possible, please attach written directions from the agency, person who requires the letter.)	
<input type="checkbox"/> Confirmation of Enrollment	<input type="checkbox"/> Language of Instruction
<input type="checkbox"/> Year of Study	<input type="checkbox"/> Estimated Graduation Date
<input type="checkbox"/> Confirmation of Degree Completion including Date	<input type="checkbox"/> Cumulative GPA
Other: (please explain)	
Pick-Up Method Letters are ready within 3 business days. During peak periods, there may be additional time needed to fulfill requests.	
<input type="checkbox"/> I will pick up at the Student Services Office or	
<input type="checkbox"/> Please scan and email to my email address _____ (letters to current students will be sent to the UofC email address)	