

Submit this completed form to the Office of Admission and Records in order to produce a status letter verifying your enrollment / degree. **Allow 3 business days** for processing. You may choose to pick up the letter in the Office of Admission and Records or have it mailed to the address you indicate. Letters are mailed via the U.S. Postal Service.

Today's date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Student Information:** Please check (✓) I am a: \_\_\_\_ Current student - **OR** - \_\_\_\_ Former student / alumnus/a.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

(if known) CGU ID #254 - \_\_\_\_\_ Daytime telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Academic Department: \_\_\_\_\_ Degree Program: \_\_\_\_\_

**Semester to be verified:**

Please indicate the semester you would like us to verify. Note, by leaving this blank, we will verify the last semester in which you were enrolled. \_\_\_\_\_ Semester \_\_\_\_\_ Year

**Letter distribution:** Please check (✓) one. Allow 3 business days for processing.

\_\_\_\_\_ I will pick up at CGU

\_\_\_\_\_ Please mail the letter to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✍ Student's Signature: \_\_\_\_\_

**For processing**

Date Received: \_\_\_\_\_

Processed (stamp): \_\_\_\_\_