Students who have been approved for a Leave of Absence for Research may need to present credentials to officials at their intended destinations (other educational institution, a research initiative, commercial entity, or government organization). While an Enrollment Verification or Official Transcript is advised, a formal letter of introduction is sometimes required. Letters of introduction generally identify you as a student enrolled in a particular degree program. If you wish to request additional disclosures, use this form to specify your requirements. Per the federal Family Educational Rights and Privacy Act (FERPA), your authorization is required to disclose information from your records. As with all verifications and transcripts requests, you must have no outstanding financial obligations owing to the University at the time of your request.

**STUDENT INFORMATION**

Name ____________________________________________ Program __________________
E-Mail Address ______________________________________ Phone ________________
Travel Destination _____________________________________ Travel Period __________

**INFORMATION REQUESTED FOR YOUR LETTER**

Addressee (specify) __________________________________________________________
Subject/focus of research (indicate) ____________________________________________
Other ______________________________________________________________________

**DELIVERY METHOD**

_____ I will pick up the document at the CGU Registrar’s Office.
_____ E-mail to ______________________________________________________________
_____ FAX document to the following number ___(_______________)_______________
_____ Mail to the address below. Please print address clearly.

____________________________________________________
____________________________________________________
____________________________________________________

Student’s Signature ____________________________________________ Date ___________