

REQUEST FOR FINANCIAL LETTER

First Name:	Last Name:
Male or Female?	Social Security or 999#:
Daytime Telephone#:	E-mail Address:
Address:	

THIS LETTER INCLUDES A STATEMENT OF ENROLLMENT

Financial Information Letter, Please Check Below:

- Are you a graduate student? **YES** **NO**
- Are you an undergraduate student? **YES** **NO**
- My major is (Business , Engineering Architecture , Other) (Please circle one)

Please choose only one of the following two letters. You only need to fill out one of the two numbered boxes below.

1) Estimated Tuition and Living Expenses

- I want a letter for the current academic year (9 months begins Autumn) ____
- I want a letter for the current calendar year (12 months begins Autumn) ____
- I want a letter for the following quarter _____

2) Actual Tuition & Fees Paid for the Current Quarter Only ____

Please do not ask for the actual fees paid for any other quarter. We are unable to look up the fees you have paid for any quarter other than the current one.

If you need to add something else in this letter, please write it here:

YES **NO** I am a full-time student this quarter.

YES **NO** I am a part-time student this quarter. If yeas, please check one of the following:

- a) ____ I have an academic advisor's letter on file in OIE.
- b) ____ I have a medical doctor's letter on file in OIE.
- c) ____ I have a Curricular Practical Training Authorization.

****If none of the above options apply to you, please see the advisor-on-call.**

I certify that the above is accurate to the best of my knowledge.

Signature: _____ Date: _____

*Letter will be ready in the afternoon three business days after request has been made.
Thank you!!*

Note: If you need more than one kind of letter, please ask the receptionist for the appropriate Certification Request Form.