

STUDENT STATUS LETTER REQUEST

Requests are processed on a first-come, first-served basis and require a minimum of three (3) business days to be completed. Note: Except for those students requesting a JD student transfer out package, **official transcripts must be ordered from the University Records Office.**

Student's Name: _____

GGU ID or SS#: _____

E-mail Address: _____

Phone Number: () _____

I would like to request the following (Check one.):

- Letter of enrollment and good standing (*Used for summer abroad programs.*)
- JD student transfer out package that includes: letter of good standing, official transcript, class rank, and copy of LSDAS report. (*A fee of \$10 is assessed per institution for which a package is requested. A check or money order for the total amount due must accompany this form.*)
- Letter of enrollment verification (*Used for student loan deferments.*)
- Special letter or form, as supplied by student (*Attach form to this request.*)
- Letter certifying graduation
- Other (*Continue on back if necessary.*) _____

Please check one method of delivery:

- Put my completed request in my student mail folder in the SBA Lounge.
- Please hold my completed request for pick-up.
- Please address and/or mail to: _____

(NOTE: Incomplete address information will cause a delay in mailing.)

- See other addresses on back of this sheet.

Student Signature: _____

Date: _____