Student Request Form
Office of the Registrar

Please complete this form, sign at the bottom, and submit it to the Registrar’s Office, 119 Montgomery Hall, for processing.

NAME: ___________________________________________  ID #: ____________________

Request: I hereby request that the document(s) I have checked (✓) below to be produced or processed for me.

☐ Letter of good standing
☐ The attached deferment form
☐ Grade report for: Fall/_______ Spring/ _____ Summer/ _______
☐ My current class rank and cumulative GPA
☐ My current ☐ Major GPA ☐ Minor GPA
☐ Enrollment verification (indicate to who or where to send or fax below)
☐ Other: ___________________________________________________________

Distribution:

☐ I will pick up the document(s) in 3-5 days.
☐ Please send the document(s) to my campus mailbox.
☐ Please mail to or fax to:

Name: _________________________________ Fax Number: ________________________

Address: __________________________________________

Address __________________________________ Or envelope included __________

Certification: I understand that the University is not responsible for documents lost in the mail or returned because of an incorrect address. I also understand that I must present a photo ID before a document will be released to me.

Student Signature: _____________________________ Date: __________________

For office use only

☐ Picked up ☐ Campus Mail  Initials: _____________ Date: _______

☐ Mailed ☐ Faxed