University of Northern Virginia

7535 Little River Turnpike, Suite 103 A-B, Annandale, VA 22003. Phone: 703-941-0949; Fax: 703-552-7621

Student Service Request Form

1. STUDENT NAME(S), ADDRESS AND IDENTIFYING INFORMATION: Please print legibly.

_____ _____
Student LAST Name FIRST Name Middle Name or Initial Student ID Number

_____ _____ **Male/ Female**
Current E-mail Cell/Telephone Number Please Circle

_____
Mailing Street Address

_____ _____ _____
City State Zip

_____ Have you been approved for Vacation for the Current Term? ❑Yes ❑No
Major

2. TYPE OF SERVICE: Please check the appropriate box.

❑ **Letter of Full-Time Status** ❑ **Letter of CPT Participation**

❑ **Letter of Course Completion** (For Students who have already applied *for graduation* only)

Official Decision: ❑ Approve ❑ Deny

Academic Advisor _____ _____ _____
Print Name Signature Date

❑ **Invitation for Graduation**

(This is a confirmation letter which certifies that you are a registered student, your desire to invite family members for graduation, and when you are expected to graduate. For inviting your guests, a sample letter will be provided.)

❑ **Statement of Tuition payment and Business ledger**

3. DELIVERY METHOD: Please check one box only.

❑ **Pick-Up in person** _____ ❑ **Mail to the above address** _____
Signature when Pick-Up For Registration Office Only

PLEASE NOTE:

- All the letters need one week to be ready from the date the Request Form is received. During the registration and graduation weeks, it may take longer than a week.
- Incomplete forms *will not* be processed.
- The Registrar's Office does not provide confirmation of receipt of your request form; it is your responsibility to call our office for confirmation of receipt 24 hours after you fax in your requests.
- If choosing to pick up your letter in person, you must indicate it clearly on the form that you are picking up letter personally; otherwise, the letter will be mailed to your address on record. Certified written authorization is required to release letters to another person; those picking up your letters must have a photo ID.
- No over-night express mailing requests will be honored as of now. In case of emergency, please apply in person at the Registrar's Office.