



# Letter of Degree or Enrollment Verification

Send to: (Please Print)

Student ID #

Social Security #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Currently attending? Yes  No

Last date attended? Month \_\_\_\_\_ Yr \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Yr \_\_\_\_\_

Major? \_\_\_\_\_

Name While Attending? \_\_\_\_\_

**CHECK APPROPRIATE ITEMS:**

- Letter of Degree/Certificate Completion
- Letter of Enrollment Verification
- Jury Duty Letter
- Other \_\_\_\_\_
- For Pick-up. You will receive notice via e-mail or phone when ready for pick up (Allow 5-6 business days)
- Send letter now (Allow 5-6 business days)
- Send letter after degree/certificate is posted

Please provide us with your phone number or e-mail address so we can contact you should there be questions about your request or to notify you when the letter is available for pick-up:

\_\_\_\_\_

Student's Signature (form will not be processed if omitted)

Date of Request

Student's Name and Address: (Please Print)


For Office Use Only
<input type="checkbox"/> By letter
<input type="checkbox"/> In person
<input type="checkbox"/> By phone

Office of the Registrar  
 600 S. Paulina St, Suite 440  
 Chicago, IL 60612  
 Phone: (312) 942-5681  
 Fax: (312) 942-2310