

**Letter Request Policy and Procedure**

- We require employers, background screening firms and loan agencies to verify a student's enrollment, degree, and attendance directly through the National Student Clearinghouse at [www.degreeverify.org](http://www.degreeverify.org).
- Current students can obtain a certificate of enrollment with dates of attendance directly through U-Online under Student Records.
- Students requesting a personalized letter that requires a signature or seal can submit a letter request form to the Registrar's Office.
- Processing time for letter requests is **3-5 business days**. Processing time is extended during the beginning and end of terms.

**STUDENT INFORMATION**
**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_ **Maiden Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **PRN or SSN #:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Approximate Dates of Attendance:** \_\_\_\_\_

**SECTION I: TYPE OF LETTER REQUEST**

- Letter of Anticipated Graduation   
  Letter of Degree Completion   
  Letter of Enrollment   
  Letter of Course Completion  
 Letter of Good Standing   
  Letter of Non-Attendance   
  Other: \_\_\_\_\_

**SECTION II: RECIPIENT INFORMATION**

Please indicate below where the letter needs to be mailed/sent to:

 Send to the following E-mail: \_\_\_\_\_

 Fax to: \_\_\_\_\_ Attn. To: \_\_\_\_\_

 Pick-up in 3-5 business days on the   
 Biddeford campus   
 Portland campus

 Mail to the following address:

NAME OF RECIPIENT/INSTITUTION		DEPARTMENT/PERSON	
STREET ADDRESS		CITY	STATE      ZIP CODE

**SECTION III: SPECIAL INSTRUCTIONS** (if the letter requires specific information, please describe below)

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**SECTION IV: STUDENT APPROVAL** (Font signature NOT accepted)

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_