



Graduation Letter Request Form

Please Note: -Letters can only be processed for degree seeking students.
-Allow 3-5 business days for processing.
-If letter also requires a transcript, please submit a separate transcript request form.
-If letter requires specific information, this must be conveyed on the form (in the special instructions section below) at time of request.

Date: _____ Major: _____ Grad Year: _____

Student's Name: _____

Personal Reference#
(or SSN#): _____

Date of Birth: _____

E-mail: _____

Phone #: _____

PLEASE CHECK ONE:

Mail: Recipient Name and Address:

Fax: _____

Attn: _____

Will pick up after 3-5 business days on the:

Biddeford Campus

Portland Campus

Documents not retrieved in 2 weeks will be shredded.

***Photo ID must be presented at time of pick up.**

Special Instructions:

Student's Signature: _____ Date: _____

Type of Request:
<input type="checkbox"/> Letter of Anticipated Graduation
<input type="checkbox"/> Letter of Degree Completion
<input type="checkbox"/> Letter of Degree Completion or Attendance for Alumni (please include name at time of attendance and dates)
<input type="checkbox"/> Other: _____

Fall 20_____
Spring 20_____
Summer 20_____