



# OAKWOOD UNIVERSITY

## VERIFICATION LETTER REQUEST FORM

Mail

Fax (\$5.00 fee required)

Pick-up

### INSTRUCTIONS (Please read carefully. Incorrectly completed forms can delay your processing):

1. Complete entire form
2. Provide all information to be verified (i.e. date, status, address)
3. Provide parent/guardian name and member number for proper identification
4. Provide complete mailing address
5. Allow 2-4 days for processing
6. There is a \$5.00 fee per faxed letter
7. Please sign and date your request form

[Please Type or Print]

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_

Parent/Guardian (Member) \_\_\_\_\_ Member # \_\_\_\_\_

Canadian Social Insurance # (if applies): \_\_\_\_\_ Phone: \_\_\_\_\_

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Please check the following for verification:

Current Enrollment / Dates & Status

Anticipated Graduation Date

Cumulative GPA and/or Hours

Graduation Date (Completed)

Previous Enrollment Dates (please list dated)

### Please send this information to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you do not see your verification subject listed, please explain what needs to be verified:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar's Office Use Only

Processed By \_\_\_\_\_

Date \_\_\_\_\_