



## STUDENT LETTER REQUEST FORM

### INSTRUCTIONS:

**LETTER REQUEST:** Please select the type of letter you would like to request. Complete the required information below for the letter you are requesting. Pick up your letter 5 full business days after you submit the request with payment.

- Enrollment Verification
- Invitation/Supporting Letter (to US Consulate/US Embassy)
- Social Security Letter (to Social Security Administration Office)
- Other Letters

*Please provide information on the type of letter you need from our office and provide any pertinent information for accuracy of the letter. (To Whom, Purpose, & Duration, etc.)*

### I. STUDENT INFORMATION

Last Name:	First Name:
Program/Major:	Student ID:
Program Start Date:	Expected Graduation:
Phone Number:	Email Address:
Mailing Address:	

### II. TO WHOM:

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### III. PURPOSE / OTHER PERTINENT INFORMATION:

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### IV. UNDERSTANDING AND AUTHORIZATION:

I understand the following:	
<ol style="list-style-type: none"> <li>1. That the letter I am requesting may contain personal information including my legal status.</li> <li>2. That if I give incorrect information it will take and an additional 5 business days to receive an updated letter.</li> <li>3. That my letter request will be denied if I do not provide all the requested information.</li> <li>4. That I must send a written request to MU for anyone other than myself to pick up my letter.</li> </ol>	
Student Signature/date	

*\*Should you have any questions about completing this form, please contact the University. (Phone: 213-325-2760, email: registrar@merituniv.com)*

### V. RECORD

FEE (\$10)	[ ] Credit Card	[ ] Cash	[ ] Check
Registrar Signature:		Date:	