



Tysons Corner Campus,
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Student Service Request Form

Date: _____

Student Name: _____
First Name Last Name Middle Initial

Student I.D. _____

Address _____

City _____ State _____ Zip-code _____

Contact Number (____) _____

E-mail Address _____

Please Check Letter Requested:

Enrollment Letter (currently enrolled)

Course Letter (includes current courses)

Address Verification (verifying address in student record)

Degree Verification Letter (verifies degree(s) earned)

(Please note: It is the responsibility of the student to keep his/her address current with the University).

Please indicate how you will receive letter:

Pick-up

Postal Service

***Please Note: All letters will be completed within a 48 hour period. Please allow at least 3 days for letters that will be mailed.**

Mail/Pick-up Date: _____
Month/Day/Year