LETTER REQUEST FORM

Student Name: ________________________________________________

Student ID #: ________________________ Email: __________________

Program:  ❑ BBA    ❑ MBA Full-Time    ❑ MBA Part-Time    ❑ MAcc    ❑ MSCM

Type of Letter Requested (Check type needed):

All Students:

❑ Degree Completion: Indicates that all program requirements have been completed and degree will be conferred on a specific date. **DO NOT REQUEST UNTIL ALL GRADES HAVE BEEN POSTED** in your final term. *International students may use for H-1B Visa Application.*

*Enrollment and Graduation Verification* are provided by the Central Campus Office of the Registrar. Requests can be made using their [Certification Form](mailto:ro.registration.questions@umich.edu). Questions? Call 734.647.3507 or email ro.registration.questions@umich.edu.

**International Students only:**

❑ OPT Enrollment Verification: Proof of program enrollment and date of expected graduation. *For OPT application.*

❑ Reduced Course Load: Proof that the current term will be the final term for you to complete your academic program, allowing you to be enrolled in less than a full course load. *For RCL application.*

*Commencement Invitations* for international students inviting foreign guests or family members to this event. Request by emailing visarequest@umich.edu.

Processing of request requires a minimum of two business days.

Delivery Method: *(We will email you when your letter is ready.)*

❑ Email a PDF to: ________________________________

❑ Pick-up from Academic Services (W3700, 8am-5pm). Number of copies: _____

❑ Mail to: ________________________________

Special Directions: ________________________________

Student’s Signature: ________________________________ Date: ________________