



Scholarship & Sponsorship Only CERTIFICATION REQUEST FORM

OFFICE OF THE UNIVERSITY REGISTRAR

- For **TUITION forms and letters**, please go to Student Account Services in the Ashe Building.
- For **TRANSCRIPT submission**, please go to Admissions near the Stanford Circle
- **LAW STUDENTS**: Please go to the **LAW SCHOOL REGISTRAR** for Certification
- Please note that outside loans must be reported to the Office of Financial Aid

Student Information

Student UM ID Number: _____

Last Name: _____ First Name: _____

Email Address: _____ Phone Number: _____

Anticipated Graduation Date: _____ Semester to Verify: _____

Request

- Please fill out the form I provided
- Please send document with my Transcript Order (Order # _____)
- Please provide me a Letter of Enrollment
 - Include my Social Security Number: _____ - _____ - _____
 - Include my Insurance Policy ID number: _____
 - Other purposes: _____

Please check **ONE** of the following: ***All request will be processed within 5-7 business days***

Pickup: _____ (Alternate pickup name: _____)

Mail to: _____

Email to: _____

Fax to/Attn: _____ Fax Number: _____

*** DEFERMENT FORMS:** will be processed after the last day to drop a course without a "W"

*** COMMON APPLICATIONS:** will be emailed directly to the Dean of Students. Please contact Tery Ortega at 305-284-5353 with institution information.

** If you have special instructions, please ask to speak to a certification representative **

STUDENT'S SIGNATURE: _____ DATE: _____