

Request for Certified Letter

Last Name _____ First Name _____

Current Address _____

Phone Number _____ PID # _____

E-mail: _____ Today's date: _____

____ I need a STUDENT CERTIFICATION LETTER, indicating that I am currently enrolled at Ohio University.

Additional information needed in the letter: _____

____ I need a FINANCIAL VERIFICATION LETTER, indicating the dollar (\$) amount for (check ONE):

____ One quarter ____ Academic year (3 quarters) ____ Full Year (4 quarters)

____ Expenses should include tuition, fees, and living expenses

____ Expenses should include ONLY tuition and fees

For office use only

ON PROBATION **Y N** VERIFY ADDRESS **Y N** VERIFY REGISTRATION **Y N**

VERIFY RESI **Y N** CHECK DOCUMENTS **Y N** HOLDS **Y N**

Today's Date _____ Due Date _____ Advisor _____

Student picked up: _____