

### Letter of Good Standing Request

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Date Due: \_\_\_\_\_

#### Reason for request (select one)

\_\_\_ Visiting Away

\_\_\_ Fall term

\_\_\_ Spring term

\_\_\_ Academic year

\_\_\_ Study Abroad

\_\_\_ Fall term

\_\_\_ Spring term

\_\_\_ Academic year

\_\_\_ Summer term\*

\_\_\_ Transfer

\_\_\_ Employer Request

Other (please describe) \_\_\_\_\_

#### Contact Information

Provide the organization/contact name, mailing address and/or email where the letter will be delivered.

**\*Summer term:** Provide the name and address of the program you are applying, as well as the names of the courses you intend to take. Attach course descriptions.

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| _____    | _____    | _____    |
| _____    | _____    | _____    |
| _____    | _____    | _____    |
| _____    | _____    | _____    |

#### Delivery Options

\_\_\_ Pick-up from the Office of the Registrar

\_\_\_ Send to recipient(s) listed above

\_\_\_ Send to me at contact information below

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Office Use Only</b>	
This student is in good academic standing.	
_____ Verified by	_____ Date