

Certification Letter Request Form

Please allow at least 24 hours from the date of request for processing. Financial verification letters may take longer as the information may not be readily available. All letters will be sent as a PDF via email unless otherwise requested.

Name _____

UID _____

Option _____

Date of Request _____

Date Needed _____

Email _____ Mail Code _____ Phone Extension _____

I would like to request a letter for one of the following:

- Certification of current enrollment status (*please note that enrollment only letters can be self-generated by logging on to REGIS*)
- Financial aid certification for the following academic year(s) _____
- Jury duty certification
- Other (please explain) _____