



# OAKWOOD UNIVERSITY VERIFICATION LETTER REQUEST FORM

Please indicate by checking the appropriate box if this letter is to be:

Mail

Fax (\$5.00 Fee)

Pick up

## INSTRUCTIONS

**(Please read carefully. Incorrectly completed forms can delay your processing:)**

1. Complete entire form
2. Provide all information to be verified (eg. date, status, address)
3. Provide your parent's (guardian's) name and member number for proper identification.
4. Provide complete mailing address
5. Allow 2-4 days for processing
6. There is a fee of \$5.00 per faxed letter
7. Please sign and date your request form

Student Name	Social Security		
Parent/Guardian (Member)	Member #		
Canadian Social Insurance #	Phone		
Local Address	City	State	Zip

**Please send this information to:**


**Please check the following for verification:**

Current Enrollment/Dates/Status	
Anticipated Graduation Date	
Cumulative GPA and/or Hours	
Graduation Date (Completed)	
Previous Enrollment Dates (please list dates)	

If you do not see your information subject listed, please explain what needs to be verified.


Signature	Date
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