



# Letter Request

8432 Magnolia Ave, Riverside, CA 92506 (T) 951.343.4566 (F) 951.343.4903 (E) registrar@calbaptist.edu

Full Name: \_\_\_\_\_ ID# (if unknown, use SSN): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Program:  Undergraduate  Graduate  Doctorate

**Letter should include the following information:**

- Additional form attached
- Anticipated graduation date
- Statement of Completion\*
- Degree Verification\*\*
- Cumulative GPA (grade point average)
- Current Semester Enrollment Verification
- Past Semester Enrollment Verification
- \_\_\_\_\_ Year \_\_\_\_\_
- Other:

\* Only issued if a student has an approved graduation application and all degree requirements are complete.

\*\* Only issued after a student's degree is conferred.

**Fees \$3.00 per letter/form**

Advance payment is required by using the [Letter Request eLancer Fee](#) page.

**Distribution Method** (please select at least one):

**Pick Up:** Who will pick up the completed letter request? \_\_\_\_\_

**Mailed:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Emailed** Email address: \_\_\_\_\_

**Faxed** Fax No. \_\_\_\_\_

*I understand that letter request processing is typically 3-5 working days after both form and payment are received. I may be contacted to provide additional information/documentation if needed. Letter requests will not be processed without the signature of the student. I understand that degree verifications are not issued until all outstanding accounts with the University are paid.*

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only:** Date Form Received: \_\_\_\_\_ Date Fee Received: \_\_\_\_\_

Clearance: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments: \_\_\_\_\_