



Office of the Registrar 60 West Street New York, NY 10006; 212-343-1234 ext. 5008; fax: 212-343-7397
www.mcny.edu

1. LETTER REQUEST

If you would like to have a letter generated, please check no more than 2 contents that you would like to include, then proceed to section 3. Skip this section if you would like to have a form completed and go to section 2A or 2B.

- Accumulated GPA**
 - Certification of graduation** (Bursar and Library clearance is required)
 - Credits earned**
 - Enrollment history**
 - Expected date of completion**
 - Verify current enrollment** (Attend at least 1 week)
 - Verify date of completion** (Bursar clearance is required)
 - Other** (Specify; attend at least 1 week)
- _____

2A. FORM TO BE COMPLETED

Complete this section only to have the Registrar fill the form that you have provided.

- In-school Loan Deferment** (Attend 4 weeks; present a Deferment form with this request)
- VA Benefit** (Attend 2 weeks; present a VA form with this request)
- Other** (Specify) _____

2B. Form to be completed: ACD FIA Enrollment OES

* Purpose 2-8 Human Services students on public assistance or receiving child care must attend at least 1 week of classes.

* Work study students must enclose a copy of the hours from the supervisor with this form. Your coordinator must verify the hours.

	INTERNSHIP	WORK STUDY
To be completed by	Career Services	Student Financial Services
Field work site	_____	_____
Address, apt/floor	_____	_____
Supervisor (last, first)	_____	_____
Supervisor telephone	_____	_____
Days and hours	_____	_____
Print name and sign	_____	_____

LETTER REQUEST/FORM COMPLETION (continued)

Complete either section 1 or 2 on the opposite side before proceeding to sections 3-6 below.

3. STUDENT INFORMATION

SSN or ID number _____
Student (last, first) _____
Address, apt/floor _____
City, state, and zip _____
Mobile telephone _____
Is this address new? ___ Yes ___ No
Is this phone number new? ___ Yes ___ No

Degree (check one) ___ Associate ___ Bachelor ___ Graduate ___ Other
Curriculum (e.g., Business, Education) _____
Present semester Spring 200 ___ Summer 200 ___ Fall 200 ___
Current purpose # ___ I am not presently attending ___ I have graduated

4. ADDRESSEE INFORMATION

The "addressee" is the person, other than yourself, for whom this request is intended. Although you may request a copy for personal use, please write the addressee's contact information below.

Contact (last, first) _____
Company _____
Address, apt/floor _____
City, state, and zip _____

5. HOW TO PROCESS THIS REQUEST

The usual turnaround for most requests is 1 to 2 business days (some exceptions apply).

Select no more than 2 of the following:

- ___ For personal use: please mail a copy to me (letter requests only, not completed forms)
- ___ For personal use: please do not send my copy, I will retrieve it at the Manhattan office
- ___ Please mail to the addressee (section 4)
- ___ Please fax to the addressee _____

6. SIGNATURE

I have completed the opposite side of this page and provided any necessary forms.

Student, sign and date _____

You may mail, fax, or present this form in-person (see header on the reverse side).

OFFICE OF THE REGISTRAR USE ONLY

Attendance confirmed, sign and date _____