

LETTER REQUEST FORM

Student Name: _____

Student ID #: _____ Email: _____

Program: BBA MBA Day MBA Evening MAcc Joint MBA MSCM

Number of copies: _____

Type of Letter Requested (Check type needed):

- Enrollment Verification** (proof of program enrollment)
- OPT Enrollment Verification** (proof of enrollment for OPT application)
- Program Completion** (indicates that degree requirements are met, and degree will be conferred at a specific date – **DO NOT REQUEST** until all grades are posted in your final term)
- Graduate Verification** (proof of completed degree – **DO NOT REQUEST** until your degree has been conferred by the University)

**Commencement Invitations (often used by international students to invite foreign guests or family members) are no longer provided by the Ross School of Business. To request a Commencement Invitation, please email the University directly at visarequest@umich.edu.*

Delivery Method:

- Student Mail Folder
- Send to: _____

Special Directions: _____

Processing of request requires a minimum of two business days.

Student's Signature _____ Date _____

Date Ready: _____ Processed by: _____