

Office of Student Services

100 N. Tucker Blvd.
St. Louis, MO 63101-1930
(314) 977-3312 (Phone) (314) 977-2030 (Fax)

Name:

Banner ID #:

Address Letter to:

(Name of Person and/or Institution)

PURPOSE OF LETTER:

- Student Loan Deferment
- Insurance
- Employment
- Transfer to Another School
- Transient Status - Visit Another School (Approval Needed)
- Summer School Elsewhere (Approval Needed)
- Other (Specify):

INFORMATION TO BE INCLUDED IN LETTER:

- Verification of Full-time Status (12 Hrs. Required to Be Considered Full Time)
- Statement That Student is in Good Standing
- Anticipated Graduation Date of:
- Other (Specify):

ENCLOSURES TO BE SENT WITH LETTER:

- Copy of Current Percentile Table for Class Of
- Other (Specify):

MAILING INSTRUCTIONS

Pick up in Student Services; *Please provide e-mail/phone # for notification when document is ready:*

Mail to:

PLEASE ALLOW AT LEAST TWO BUSINESS DAYS FOR PROCESSING.

If faster processing is needed, please indicate date needed and we will attempt to accommodate your request.

NEEDED BY:

Student Signature _____ Date _____

Please return completed form to Monica Kimbrell in the Student Services Office, or e-mail to mkimbrel@slu.edu

STUDENT SERVICES OFFICE USE ONLY

Date Done: _____ Done By: _____

Comments: _____