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**Current Enrollment/Expense Letter Request** (Letter can be picked up 3 days after the request)

Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

*(Month) (Day) (Year)*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Family/Surname) (Given) (Middle)*

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Bachelor’s Master’s**

*(Please circle one)*

Anticipated date of graduation:

*(Month & Year)*

Type of letter requested:

1. \_\_\_\_\_\_\_\_ **Current Enrollment Letter**

\_\_\_\_\_\_\_ Include pre-registration for following semester (if pre-registered)

2. \_\_\_\_\_\_\_\_ **Past Enrollment Letter** (verifying enrollment in past semester/s) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Include expenses in the letter? Yes No** *(Please circle one)*

**Does the letter need to be notarized? Yes No** *(Please circle one)*\*Allow an extra day for notarization.

*Unless otherwise noted, we will use the estimated expenses for your current level. These amounts are for a 12-month period based on registration of 12 hours for Undergraduate and 9 hours for Graduate in the spring and fall. (If you would like to request different amounts, please write those figures in the blanks provided and explain why the amounts are different.)*

***Reason for Different Amounts:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Circle One →** | **Undergraduate** | **Graduate** |  | **Different Amounts**  **(Please give reason above)** |
| **Tuition & Fees** | $11,112 | $9,905 |  |  |
| **Living Expenses** | $14,001 | $14,001 |  |  |
| **Insurance** | $1,434 | $1,434 |  |  |
| **12 Month Total** | **$26,547** | **$25,341** |  |  |

***\*ISS Comments/Initial:***