



# Letter Verifying Student Status Request Form

Please print clearly or type.

Allow at least two (2) working days for your request to be completed.

Name:

Address:  last first middle

Student ID #:  street city state zip  
SS #: Last 4 digits  Tele:

Date Graduated:  Anticipated Graduation Date:

### Please check appropriate box and indicate number needed:

Letter to student Number needed

Letter to be sent to:

name

street

city/state/zip

What is the letter for:

Student Signature:  Date:

**Note: Verification Letters are \$10 each.** You may pay by cash, check, or credit card (enter information below if you have not already paid online).

**Verification Letters will not be issued to students whose account has an outstanding balance and/or who have overdue library books."**

VISA  MASTERCARD  OTHER

Card Number

3-digit security number on back of card (required)

Expiration Date:

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### (Office Use Only)

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Missio Seminary 421 N. 7<sup>th</sup> Street, Philadelphia, PA 19123

If you do not plan to submit your completed form directly to academic/business office personnel, please deliver it securely to the Academic Office via a sealed envelope, fax (215-368-6907), or email ([academic@missio.edu](mailto:academic@missio.edu)).