



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: _____
Last First Middle

ADDRESS: _____

STUDENT ID # _____ SS#: Last 4 digits _____ Tele. # _____

DATE GRADUATED: _____ ANTICIPATED GRADUATION DATE: _____

PLEASE CHECK THE APPROPRIATE BOX AND INDICATE NUMBER NEEDED:

- Letter to student at address above. number needed: _____
- Letter to be sent to:

Please give the complete name and address formatted exactly as it should appear on the envelope with postal codes and phone number, if available. Attach a second form for any additional addresses.

What is the letter for: _____

STUDENT SIGNATURE: _____ Date: _____

Note: Verification letters are \$10 each. You may pay by credit card at missio.edu/product/student-verification-request. Payment is managed and secured by PayPal, but you do not need a PayPal account. You may also pay by cash or check mailed to the address below; letters will not be mailed until payment is received.

**** Verification letters will not be issued to any student whose account has an outstanding balance and/or who has overdue library books.**

(Office use only)

ISSUED BY: _____ DATE: _____

OFFICE NOTES: _____

Missio Seminary 421 N. 7th Street Ste 700, 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 or email to academic@missio.edu.