

VERIFICATION LETTER REQUEST AND POLICY

- This form is required for students requesting a personalized letter on UNE Letterhead that requires a **Registrar's signature** and **University seal**. This letter request form must be returned to the Registrar's Office for processing.
 - Students who need **licensure or other paperwork** verified do not need to complete the Verification Letter Request Form unless they need a specific letter included. Please forward the paperwork to Registrar@une.edu for processing.
- We require employers, background screening firms, and loan agencies to verify a student's enrollment, degree, and attendance through the **National Student Clearinghouse** at www.degreeverify.org.
- Processing time for letter requests is **3-5 business days** or **5-7 business days** during the beginning or end of term.

STUDENT INFORMATION

First Name: _____ Last Name: _____ Maiden Name: _____

Date of Birth: ____/____/____ PRN or SSN #: _____ Phone Number: _____

Email Address: _____ Approximate Dates of Attendance: _____

SECTION I: TYPE OF LETTER REQUEST

- Letter of Anticipated Graduation
 Letter of Degree Completion
 Letter of Enrollment
 Letter of Course Completion
- Letter of Good Standing
 Letter of Non-Attendance
 Other: _____

SECTION II: RECIPIENT INFORMATION

Please indicate below where the letter needs to be mailed/sent to:

 Send to the following E-mail: _____

 Fax to: _____ Attn. To: _____

 Pick-up in 3-5 business days on the Biddeford campus Portland campus

 Mail to the following address:

NAME OF RECIPIENT/INSTITUTION		DEPARTMENT/PERSON	
STREET ADDRESS		CITY	STATE
			ZIP CODE

SECTION III: SPECIAL INSTRUCTIONS (if the letter requires specific information, please describe below)

SECTION IV: STUDENT APPROVAL (Font signature NOT accepted)

Student Signature: _____ Date: _____