Elmira College  
Request Form for Student Status Certification Letters

Please read and fill this form out completely to ensure that it will include any and all information that you need included in your letter of certification.

Today’s Date ________________________________

Student’s Name and Class Year (if appropriate) ________________________________

Anticipated Date of Graduation ________________________________

Please check appropriate status: Full Time _____ Part Time _____ Graduate Assistant _____

Student’s Phone Number ________________________________

Although we include the Anticipated Date of Graduation we only certify attendance for the current term. Please be advised that letters of certification may need to be requested for each term enrolled. If any terms previous to the current term are required for certification please indicate below.

__________________________________________

Address that letter will be sent to:

Fax Number or E-Mail ________________________________

(Fax or E-Mail Does Not Show Embossed Seal)

Name of Recipient (Please include for all faxes or e-mails) ________________________________

Address of Recipient ________________________________

__________________________________________

Additional information that should be included in the letter (such as an account number, policy number or Social Security number), specifying the name(s) of the Social Security card holder to verify authenticity of the request.

__________________________________________

REQUESTED BY ________________________________

Return completed form to the Office of The Registrar, One Park Place, Elmira, New York 14901. If you have questions, you can contact us at (607) 735-1895.