



**WILLIAM JESSUP
UNIVERSITY
VERIFICATION REQUEST**

Full Name: _____ ID#:/SSN#: _____

Box #: _____ Cell phone: _____ Home phone: _____

Letter should include the following information:

___ Unofficial Transcript ___ Enrollment Verification ___ GPA
___ Financial Aid Deferment ___ Other _____

To whom should this letter be addressed (if none is listed we will address To Whom It May Concern)?

Are you going to pick up this letter (If not, we will put it in your mail box)? Yes No

Verification request processing is 2-3 working days. Date Needed: _____

You may be contacted to provide additional information/documentation if needed. Verification requests will not be processed without the signature of the student.

Student signature: _____ Date: _____

OFFICE USE ONLY

Date Received: _____ Initials: _____

Date Completed: _____ Initials: _____

Comments: _____