



Special Request Letter Form

Date: _____

I request a letter with the following information:

Courses taken, not applied to degree (*attach justification for request, such as a request from another institution*)

GPA verification (*includes degree plan and cumulative GPA only*)

Steps completed/not completed toward degree (*e.g., coursework, prelims, proposal, etc.*)

Verification of good academic standing

Completion of forms (*please include forms to be completed, such as for background checks and loan deferrals from companies including LexisNexis, Direct Loans, Verifications Inc., etc.*)

Degree conferral and courses taken toward degree are included on the official University transcript. Letters providing verification of enrollment may be requested from the Registrar. The Office of Graduate and Professional Studies does not provide this information.

I understand that this request is a courtesy service provided by the Office of Graduate and Professional Studies, and will take a minimum of **five** working days to process.

Student's Name _____

Student's I D Number _____

Student's TAMU Email _____

Student's Signature _____

I wish to pick up my Special Request Letter from the Office of Graduate and Professional Studies.

I wish to have my Special Request Letter emailed to the following address:

I wish to have my Special Request Letter mailed to the following address:
