

CECS Form/Letter Request

By submitting this “CECS Form/Letter Request” form, students are authorizing advisors to release the requested information to the indicated recipient. **Expect up to a 2 week (business days) turnaround from the time all of the required information is received.** Business days are Monday through Friday, with the exception of campus closure.

Today's Date:	Major:	Anticipated Graduation Date	
University ID #:U	Last Name:	First Name:	
Email Address:	Number of WSU credits completed	Current WSU GPA	

Type of Letter or Form Requested

- LETTER REQUEST:** FOR ANY STUDENT REQUESTING A WRITTEN LETTER, **DO NOT COMPLETE THE REQUEST BELOW.** PLEASE COMPLETE THE FORM LOCATED ON THE 2ND OR BACK PAGE.
- FORM REQUEST:** FOR ANY STUDENT REQUESTING TO HAVE A FORM COMPLETED, PLEASE COMPLETE THE REQUEST BELOW. ATTACH THE FORM TO THIS FORM. **DO NOT FILL OUT PAGE 2.**

FORM REQUEST

Check the box or boxes that indicate the form you would like your advisor to review and sign

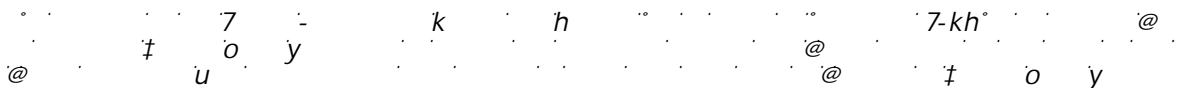
- Consortium Agreement (SOCHE or Financial Aid)
- Reduced Course Load (RCL)
- ROTC Degree Plan
- SAP & Maximum Timeframe (For and advisor letter of support for SAP appeals, use the letter request on page 2)
- Work Authorization CPT (attached offer letter) OPT For: Fall Spring Summer 20_____
- Other: _____

Note: For “Enrollment Verification” for the current semester, log into your [WINGS Express](#) account to obtain an Enrollment Verification (WSU Students only)

REQUIREMENTS

- Students must fill out the form completely, and attach it to this request
- Students must note or highlight each place requiring advising staff signature
- Students will be notified by email when the request has been processed

My signature below states that I understand that I agree to the release of the requested information to the recipient listed. I hereby certify that the information proved is true and correct to the best of my knowledge.



Student's Signature _____

Date _____

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Written Letter Request

Academic Advisors are able to write letters on behalf of students confirming the information *currently on file* at Wright State University. The following policies apply:

1. All letter requests must be made *in writing* using this letter request form. It will take at least 2 business days to process. If the request is unclear, information is missing, or the student fails to meet any of the conditions below, the process will be delayed.
2. **Students can request one (1) letter per recipient per semester per letter category** listed below (see Letter Category). Additional and/or duplicate letters will not be issued. **Include all your requests for the entire semester on one letter request form.**
3. The College uses *form letters*. Nothing will be removed from the form letter. Letters will not be rewritten unless it is to correct a mistake made by the Advisor.
4. Letters are written *proactively* for current/future semesters. Letters are not written retroactively for coursework completed in the past. Advisors will not write letters that, either by direct or implied deceit or omission of fact, or those that do not comply with all WSU policies and regulations, including but not limited to: courses taken without departmental permission, Grade Point Average (GPA), maximum course load (20 credit hours per semester), transfer evaluations.

STUDENT STATEMENT OF RESPONSIBILITY

By submitting this request, I agree to the terms and conditions listed above. I agree to the release of the requested information to the indicated recipient.

As required by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), by signing, I hereby authorize Wright State University to furnish the university records that I have defined on this form to the 3rd party I have identified. This authorization shall remain in force until such time as I submit to Wright State University a written and signed notification rescinding my permission to release the records noted. I also certify that the information provided is true and correct to the best of my knowledge.

Student's Signature _____

Date _____

LETTER REQUEST

Full Name and Title of the Letter Recipient
(who should the letter be addressed to):

Recipient's Email Address:

Recipient's Full Mailing Address:

PLEASE CHECK ALL THAT APPLY

- Wright State University GPA and program standing.**
- Enrollment verification** for upcoming (not current) semester. For enrollment verification for current semester see Wings Express.
- Total hours complete/remaining and graduation plan with date.** Please attach your semester-by-semester list of courses that you will be taking until you graduate. Your current WSU registration (in Wings Express) must match or your request will not be processed.
- Extension Letter of Support (I-20 or funding extension) with date.** Please attach your semester-by-semester list of courses that you will be taking until you graduate. Your current WSU registration (in Wings Express) must match or your request will not be processed.
- Final coursework** (in progress completed) & degree: pending conferral/conferred.
Graduation application submitted? Yes No
- SAP Appeal** (Advisor support letter). Advisors are not required to submit this letter on behalf of a student—it is optional. Confirm with your advisor that they will write a letter on your behalf and discuss what should be included in the letter of support.
- Transfer Course Equivalency** (Letter that states that a course at another institution is or is not equivalent to a WSU course).
- Other:** _____

How do you like to receive your letter? (Please check one)

- Pick up a hard copy (*not an option for embassy letters. These letter are directly emailed to the advisor*). You will receive an email when the letter is ready for pick-up.
- Email directly to the recipient and have an electronic copy emailed to my WSU address