



PERSONAL INFORMATION

Date: _____ Gender: [] Male [] Female
Date of Birth (MM/DD/YYYY): _____ UCF ID: _____
Last Name: _____ First Name: _____
Mailing Address: _____
Country of Citizenship: _____
Phone Number: _____ E-mail: _____

DOCUMENTS

Documents will be ready within 48 hours. During peak times, processing may take up to 5 business days.

[] Enrollment Verification Letter
[] Fall Session 1 (20__) [] Spring Session 1 (20__) [] Summer Session 1 (20__)
[] Fall Session 2 (20__) [] Spring Session 2 (20__) [] Summer Session 2 (20__)
[] Include Schedule
[] Payment Receipt Semester(s) and Session(s) _____
(This document may take up to 15 days to process depending on when the payment was received.)
[] Grades Semester(s) and Session(s) _____
[] Certification of Completion or Participation Semester(s) and Session(s) _____
[] Transcript
[] Proficiency Waiver
[] Send to: Institution (or Individual) _____
[] Undergraduate Admissions [] Graduate Admissions [] Other _____
Address _____

Other Request(s) _____
Other request(s) will be reviewed on a case-by-case basis; not all requests can be fulfilled.

RECOMMENDATION LETTER

Instructor(s) Name
1. _____ Intended Major: _____
2. _____ University: _____
[] Undergraduate [] Graduate
3. _____ Number of copies: _____

FOR OFFICE USE ONLY

[] Hold for Pick-Up [] Mail [] Fax _____
Processed By: _____ Date: _____