

This form is to request the Social Sciences Undergraduate Student Affairs Office write one of the letters listed below. Please allow **5 WORKING DAYS** from the receipt of your payment for any request. Attach all relevant supporting documentation which will assist the academic counselor in writing a letter on your behalf.

**There is a \$10.00 fee for 1-5 letters.**

Payment may be made in cash or check only. Make checks payable to "REGENTS UC."

Full Name:		UCI ID#:	
Phone (xxx) xxx-xxx:		E-mail:	
Major(s):			
Address:			
City:	Zip Code:	State:	Today's Date:

**Type of letter, check the appropriate box:**

<input type="checkbox"/>	Degree Verification (you must provide expected graduation date: (e.g., Spring 2017) <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:_____ <b>*Graduation Application MUST be on file*</b>
<input type="checkbox"/>	UC Reciprocity (completion of UCI General Education requirements)
<input type="checkbox"/>	Commencement Invitation Letters (indicate each name in the section below)
<input type="checkbox"/>	Other (please explain below)

The letter will start with "To Whom It May Concern." If you would prefer it be addressed to a specific person/office, please indicate their name(s) and information below.

Number of letters you are requesting:

How you would like to receive this letter?  mail (indicate address)  pick up  email (indicate email)

**FOR OFFICE USE ONLY**

Received by:	Check: <input type="checkbox"/> # _____ Cash: <input type="checkbox"/>	Date Received:
Completed by:	How many letters provided:	Date Completed: