

**Registrar Office Use Only:**

Form rec'd: _____

Registrar signature & date: _____

OFFICIAL LETTER REQUEST FORM

Current and former students: Please use this form if you need an official letter verifying that you are or were a student at Westminster Theological Seminary.

Loan Deferment Requests: Do not submit this form. Instead, please contact the Financial Aid Office (financialaid@wts.edu) to obtain a deferral form.

- Requests will not be processed for third parties without the signed consent from the current/former student.
- Please allow 3-5 business days for processing.

Personal information:

Name: (Last) _____ (First) _____ (Middle) _____

Former name (if applicable): _____

Current mailing address: _____ City: _____ State: _____

Zip Code: _____ Email address: _____ Phone: _____ - _____ - _____

Student ID number or social security number*: _____ - _____ - _____ Date of Birth: _____

(*Do not include social security number if you are emailing this form.)

Check one: ☐ Current student
☐ Former student, graduate Year Graduated: _____
☐ Former student, non-graduate Last Year Attended: _____

Purpose of the letter: _____

Additional information: For current students, the standard official letter verifies the student's enrollment and the program in which the student is enrolled. For former students, the standard official letter verifies the program in which the student was enrolled and, if the student graduated, the student's graduation date(s) and degree(s) obtained. If you need the letter to include any of the additional information below, please check all that apply. If you need verification of other information (such as grades, GPA's, course specifics), please submit an Official Transcript Request form.

☐ Enrollment dates at WTS
☐ Enrollment status (full time/part-time)
☐ Other (specify) _____

Signature: _____ Date: _____
(Signature required unless submitting via your WTS student email.)

Check one:

☐ Hold letter for pick-up
☐ Send letter via email Email address: _____
☐ Send letter via fax Fax number: _____
☐ Send letter via mail Mailing Address: _____

