

Request for Letter of Verification

Staff/Faculty/Students/Post-Docs/Research Associates

Please use this form if you require a verification letter from the department for:

1. Visa applications and extensions
2. Salary verification for mortgages, rental agreements, credit cards
3. Request of confirmation from other institutions

Please complete this form and return to the MSE office, JHE-357.

PLEASE PRINT CLEARLY

Name: _____

Student/Staff ID number: _____

Master's Ph.D. Research Post Doc Fellow

Start Date: _____

Completion Date: _____

Supervisor: _____

Phone extension: _____ E-mail: _____

Reason for request: _____

Letter to include salary: Yes _____ No _____

Other pertinent information required:

Date: _____

Signature: _____

Please allow 24 hours for this request.