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.