



## Letter Request Form

Full Name: \_\_\_\_\_ LCSC ID #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ LCMail: \_\_\_\_\_

Address: \_\_\_\_\_

I would like to request:

- Enrollment verification letter
- Address verification letter
- Grade transcript (Bridge only)
- Completion verification letter (Bridge only)
- Social Security request letter (**please attach job offer letter**)
- Social Security letter of denial
- Other - please specify: \_\_\_\_\_

Is this for Bridge or College?

- Bridge
- College

I would like to receive it:

- By e-mail only  
(Scanned copy will be e-mailed to you)
- Hard copy only  
(I will pick up at RCH 212)
- Hard copy and scanned copy  
(I will pick up the hard copy at RCH 212, scanned copy will be e-mailed)

You will receive an email (to your "lcmail" account) when your letter is ready to pick up from International Programs, in Reid Centennial Hall, Room 212.

**Please remember that letters take 1-3 business days to process.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_