

STATUS LETTER / GRADE MAILER REQUEST

Bentley University, 175 Forest St, Waltham, MA 02452, Office of the Registrar, Rauch 111, 781-891-2177
Forms accepted via mail, drop off, email (akoutroukas@bentley.edu) or fax: (781.891.3428)

Please allow 5 business days for processing.

NAME _____ DATE _____

DAY PHONE # _____ EVENING PHONE # _____

LAST 4 DIGITS OF SSN _____ STUDENT ID# _____

DEGREE PROGRAM _____

DATE OF GRADUATION (or expected graduation): _____

Information for which semester:

Fall _____ (year) Winter _____ (year) Spring _____ (year) Summer _____ (year)

Student Level: Graduate Post Baccalaureate Undergraduate

I am requesting the following:

- GRADE MAILER
 - Copy of my HIGH SCHOOL TRANSCRIPT Limited to: International Students NCAA Eligibility
 - STATUS LETTER with the following information (check all that apply):
 - I am a full-time student (9 credits or more for Graduate students / 12 credits or more for Undergraduate)
 - I am a part-time student (less than 9 credits for Graduate students / less than 12 credits for Undergraduate)
 - I have already officially graduated in _____ (month/year)
 - I have completed my graduation requirements and I am awaiting official degree conferral
 - Verification for RMV including: Date of Birth Address
 - I am taking the final course(s) required for my degree and expect to graduate in _____ (month/year)
 - Other information you need included or specific requirements for processing: _____
- _____
- _____
- _____

PLEASE CHECK ANY OF THE FOLLOWING THAT APPLY:

- Email document to: _____ Email Address: _____
- Fax document to: _____ Fax # _____
- I will pick up the document in Rauch 111 (Must present photo ID for pickup)
- Mail the document to:
 - Name: _____
 - Address: _____
 - _____
 - _____
 - _____

SIGNATURE (Required): _____