

ATSU Verification Request Form

Student/Graduate Information

Name: _____ Phone: _____

Email: _____

Program: _____ Graduation Year: _____

Indicate the type of letter requested. Check all applicable boxes.

Enrollment: start date, anticipated graduation date, program name and anticipated degree type

Good Standing: University school status will be reported as good standing as long as student is not on probation, suspension, etc.

Graduation: start date, graduation date, program name and degree earned

Other: specify additional information to be included in verification letter

Recipient Information

All methods are free, except for FedEx Overnight service. Indicate the desired delivery method:

Email

US Postal Mail

Fax

FedEx Overnight

Send to: _____

ATTN: _____

Provide recipient's email, fax, or postal address: _____

Student/Graduate Signature

By signing this form, ATSU may release the indicated information to the recipient listed above.

Signature: _____ Date: _____

FedEx Overnight

If selecting FedEx service, please indicate which FedEx service you would like:

FedEx US (\$15)

FedEx US with 24 hour rush (\$25)

FedEx International (International shipping requests will be billed once FedEx invoice total is made available to ATSU.)

Credit Card Payments: Please call 660.626.2019 Monday – Friday between the hours of 8am – 5pm CST, to pay by credit card.

For security purposes, do not leave your credit card information via voicemail.

Check Payments: Make payable to A.T. Still University

A.T. Still University

Enrollment Services

800 W. Jefferson Street | Kirksville, MO 63501