



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: _____