Request for a letter to the Saudi Arabian Cultural Mission (SACM)

Student name: ___________________________ WIN: ___________________________

@wmich email address: ___________________________ Major: ___________________________

Semester Letter Needs to Reference: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II 20____

Letter needs to include:
(Please check all that apply)

☐ Number of credit hours completed
☐ Number of credit hours left for degree completion
☐ Expected graduation date
☐ Graduation Plan
☐ Number of accepted transfer credits
☐ Request for tutoring funding
☐ Transfer equivalency for a course taken at another college or university
☐ Number of online credits taken/currently enrolled
☐ Other (please specify): ___________________________

Briefly describe the requirements SACM wants to be included in the requested letter:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Your academic advisor will contact you when your letter is ready or for any additional information they may need at your @wmich email address.

Please expect up to a 14 day wait period before your letter is complete.

****Filling out this request does not guarantee that you will receive the letter you need. We will accommodate letters based on our university and CEAS policies***

Student signature: ___________________________ Date: ___________________________

For Advising Office Only

☐ SACM Letter request denied. Email sent and imaged on ___________ by ____________.

☐ SACM Letter written, sent and imaged on ___________ by ____________.