Letter Request for Sponsor

Student name: _______________________________ WIN: _______________________

@wmich email address: __________________________ Major: _______________________

Sponsor Requesting Letter (i.e., SACM, OMAN, etc.): _______________________________

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
____ Other (please specify): ______________________________________________________

Briefly describe the requirements that need 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 through your WMU 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: ______________________

Form Accepted in Advising on _____________ by ________________.

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

☐ Letter written, sent and imaged on ______________ by ________________.

For Advising Office Only