

Letter Request Form

Name: _____

WIN#: _____

I need a letter I can use to:

Verify enrollment to my sponsor (Sponsor: _____)

Include semester dates (Semesters _____)

Extension Request – show current level and when I should finish

Show my class and grade history

Verify program completion to my sponsor(Sponsor: _____)

Other Reason – please explain:

I would like to receive my letter:

By email, to my Western (wmich.edu) email: _____

Printed, available for pick up in the CELCIS office

Signature: _____

Date: _____

**** Please give CELCIS two (2) business days to complete your request. Letters will be available for pick up after 1 p.m. ****