



Admissions and Records Office

FOR OFFICE USE ONLY
Accepted by _____
Date _____

LETTER REQUEST FORM

Check Reason and indicate applicable Quarter:

- Did not attend De Anza College during _____ Quarter
- Early Out for military for _____ Quarter
- Verification of attendance for foreign embassy ONLY for _____ Quarter
- **Other (explain on lines below)

PLEASE PRINT

Date _____
Student ID Number: _____ - _____ - _____ (Social Security Number)
Name: _____ Last First Middle Initial
_____ SIGNATURE

****REASON FOR LETTER** (Including applicable quarters and type of information needed in letter):

I WILL PICK UP **PLEASE MAIL TO:** _____

ALLOW 24 HOURS FOR _____

PICK-UP _____

Please Note: Students with a hold will not be able to obtain a letter until the hold is released.