This form is to request the Social Sciences Undergraduate Student Affairs Office write one of the letters listed below. Please allow **5 WORKING DAYS** from the receipt of your payment for any request. Attach all relevant supporting documentation which will assist the academic counselor in writing a letter on your behalf.

**There is a $10.00 fee for 1-4 letters.**

Payment may be made in cash or check only. Make checks payable to “**REGENTS UC**.”

|  |  |
| --- | --- |
| Name (First, Last):        | UCI ID#:       |
| Phone (xxx) xxx-xxx:       | E-mail:       |
| Major(s):       |
| Address:       |
| City:       | Zip Code:       | State:    | Date (*mm/dd/yyyy*):       |

|  |  |
| --- | --- |
| [ ] [ ] [ ] [ ]  | Type of letter, check the appropriate box:Degree Verification (you must provide expected graduation date: (e.g., Spring 2013)[ ]  Fall [ ]  Winter [ ]  Spring [ ]  Summer Year:     **\*Graduation Application MUST be on file\***UC Reciprocity (completion of UCI General Education requirements)Dean’s Certification Form (attach documents)Other (please explain below) |

|  |
| --- |
| Indicate the number of letters you are requesting:      Indicate how you would like to receive this letter: [ ]  mail (indicate address) [ ]  pick upPlease indicate to whom this letter should be addressed.Otherwise, the letter will start with **“To Whom It May Concern.”**      |

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| Use the space below for any additional instructions or explanation of your requested letter.      |

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**FOR OFFICE USE ONLY**

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| Received by: | Check: 🞎 #\_\_\_\_\_\_\_\_\_\_ Cash: 🞎 | Date Received: |
| Completed by: | How many letters provided: | Date Completed: |