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 up  Please 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: |