

Office of Records and Registration

## CERTIFIED LETTER REQUEST

Please complete and sign the form below, then submit it to <https://support.sis.jhu.edu/case>. Please allow 5-7 business days for processing.

Today's Date

### Student Information

Student Name:  Hopkins ID:   
Email Address:  Phone Number:   
Degree Program:  Department:

### Certification Information:

Indicate below the information to be certified (i.e. current enrollment, dates of attendance, gpa etc.). Please note that academic term start and end dates are included as part of the standard letter.

Student Signature (non-directory information cannot be released without a signature):

\_\_\_\_\_ Date

### Delivery Information

How do you wish to receive this letter?

Mail to (U.S. Only):

**OR**

Fax letter to:

Attention: