

Request for Official Letter of Introduction from CGU

Registrar's Office
160 East Tenth Street, Claremont, CA 91711 • Ph. (909) 621-8285 • Fax (909) 607-7285

Students who have been approved for a Leave of Absence for Research may need to present credentials to officials at their intended destinations (other educational institution, a research initiative, commercial entity, or government organization). While an Enrollment Verification or Official Transcript is advised, a formal letter of introduction is sometimes required. Letters of introduction generally identify you as a student enrolled in a particular degree program. If you wish to request additional disclosures, use this form to specify your requirements. Per the federal Family Educational Rights and Privacy Act (FERPA), your authorization is required to disclose information from your records. As with all verifications and transcripts requests, you must have no outstanding financial obligations owing to the University at the time of your request.

STUDENT INFORMATION

CGU ID Number 254 - _____

Name _____ Program _____

E-Mail Address _____ Phone _____

Travel Destination _____ Travel Period _____

INFORMATION REQUESTED FOR YOUR LETTER

Addressee (specify)

Subject/focus of
research (indicate)

Other

DELIVERY METHOD

_____ I will pick up the document at the CGU Registrar's Office.

_____ E-mail to _____

_____ FAX document to the following number ____ (____) _____

_____ Mail to the address below. Please print address clearly.

Student's Signature _____ Date _____