

# Request for Letter of Recommendation and/or Academic Records Verification from Dr. Brian Smith

[ Letters and Verifications will generally take 2-3 business days to process. ]

Student ID Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_

Student's Name:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
[Last Name] [First Name] [Middle Name (if applicable)]

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

When will you need the Recommendation Letter: \_\_\_\_\_ (Date: MM/DD/YY)

\*\*\*\*\*

Please list the content you would like Brian to include in the Recommendation Letter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **IMPORTANT:**

*For students submitting Common Applications (or other types of applications) that require verification of Academic Records, please refer to the following section.*

**Brief Explanation:** Some institutions use the *Common Application* for students' admission and may require Academic Advisor's verification on students' records. Brian Smith handles this type of verification. You must complete the following section for this process. We will need the application form submitted with this request.

#### **Additional Information We Need:**

1. Does the letter/verification need to be in a sealed envelope?     Yes         No
2. The letter/verification will need to be:     picked up         sent to the institution(s)  
[Please check with the institution how to handle the Brian's verification.]
3. If Brian needs to send the letter/verification directly to the institution, please write the address legibly below:

\_\_\_\_\_  
(Name of Institution)

\_\_\_\_\_  
(Street and/or Office Location)

\_\_\_\_\_  
(City, State, ZIP)

**\*\* Note: Students are responsible to provide ALL required information for us to process the request! \*\***