

Letter Request Form

- 1. Download form and save to your desktop (or local drive).**
- 2. Complete the form, digitally sign, and SAVE file.**
- 3. Click the button at the bottom to email completed form to mspe@illinois.edu.**

MSPE Student Name (*print Last name, First name*): _____

Total number of originals needed: _____ Total number of copies needed: _____

Date you would like the letter to be ready: _____ **Note: allow a 48 hour (two-day) turnaround time**

Name and address of person receiving letter:

Gender (*male or female*): _____

Last name, First name: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

City/State/Zip Code or Postal Code: _____

Country: _____

I would like the letter to be (*check all that apply*):

- ☐ Mailed to address listed above
- ☐ Fax letter to (*include country code if faxing overseas*): _____
- ☐ Email letter to (*please print email address*): _____

Select points you want covered in the letter (*check all boxes that apply*):

- ☐ Current student in MSPE Program
- ☐ Full-time student in MSPE Program
- ☐ Expected graduation date
- ☐ Verification that all degree requirements have been met/degree earned
- ☐ List all my classes taken with final grades and cumulative GPA information
- ☐ Other (not listed above - please specify): _____
- _____
- _____
- _____

Student's Signature: _____

Date: _____