



Student Document Request Form

Name: Last, First (As seen on Student ID)	
Student ID #	
Date of Birth (MM/DD/YYYY)	
Phone #	
Email	
Degree	<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate
Program	<input type="checkbox"/> Business Administration <input type="checkbox"/> Computer Science
Current Physical Address	

*****Fees must be paid in full before requests are processed.*****

Please note that the documents will take 5-7 business days to process after we received the payment.

<input type="checkbox"/> Bus Pass Letter for 'Tap Card'	\$ 0.00
<input type="checkbox"/> Duplicates Copies of Each Requested Item	\$ 10.00
<input type="checkbox"/> Student ID Replacement	\$ 20.00
<input type="checkbox"/> Enrollment Verification	\$ 20.00
<input type="checkbox"/> Attendance Record	\$ 20.00
<input type="checkbox"/> Request for Evidence (RFE) Letter (ex: DSO/Registrar Letter)	\$ 20.00
<input type="checkbox"/> Graduation Letter	\$ 20.00
<input type="checkbox"/> F1/F2 I-20 Replacement	\$ 20.00
<input type="checkbox"/> Passport Issuance Letter	\$ 20.00
<input type="checkbox"/> Official Transcript	\$20.00
<input type="checkbox"/> Expedited Processing (24-48hrs)	\$ 100.00
<input type="checkbox"/> Diploma Duplication (no expediting available)	\$ 100.00
<input type="checkbox"/> Shipping and Handling (Overseas)	\$ 100.00
<input type="checkbox"/> 1098-T Form SSN: ITIN:	\$ 0.00
<input type="checkbox"/> MISC (Depends on Document) Specify document(s):	DOD
<input type="checkbox"/> Local Certified Shipping Address:	\$ 25.00
<input type="checkbox"/> Syllabus Provide the quarter, course code and course name:	\$40.00 (EACH)

Student Signature

Date