Embassy Letter Request Form

Student information:

Name: _______________________________ G Number: _______________________________

Mason Email: _________________________ Telephone Number: _________________________

Contact information for embassy requesting letter (must match FERPA form):

Name: _________________________ Telephone Number: _________________________

Address: ________________________________________________________________

Please note:

☐ You must complete/have completed the new FERPA form in its entirety, whether it is for a one-time-release or a release-until-revoked. If you have never completed the FERPA form, please attach with your request.

☐ You must provide the exact details of what is needed in the letter and to whom the letter should be addressed to.

☐ Please allow 5-8 business days for your letter request to be processed.

☐ Once your letter is complete and ready for pick up at the front desk of Enterprise Hall suite 008, you will receive an e-mail to your Mason-live account.

My letter must include (please check all that apply):

☐ Online Course Permission
  o Name of course, number, & credit hours
  o Semester & year course registered, reason for taking online course
  o Previous online hours, course title, credit hours, & year enrolled
  o Is the online course the only option for the student? Is it offered face-to-face?

☐ Scholarship Extension & Academic Progression
  o Total credit hours completed, remaining for degree completion
  o Expected date of graduation

☐ Change of Major
  o Admission to new major
  o Remaining hours to complete new major

☐ Tutoring
  o Name of course and need for tutoring

☐ Other
  o Please specify: