

Attachment 9

SAMPLE LETTER FOR STUDENTS OVER 21 BUT UNDER 23

FROM: OFFICE OF THE SCHOOL REGISTRAR

STUDENT'S NAME:

EXPECTED GRADUATION DATE:

TO WHOM IT MAY CONCERN:

This is to verify that the above named student is currently enrolled in a full-time course of study leading to an associate degree or higher for the (FALL/SPRING) semester/quarter (DATES).

If there are any questions concerning this matter, please call (PHONE NUMBER).

Sincerely

(Certification Officer)

Note: If an ID card is needed during a summer break, the sponsor should provide the above information and the school should also indicate that the student was enrolled full-time in the semester/quarter before the break.