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 <u>Common Applications</u> *(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. <u>You must complete the following section for this process.</u> 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! **