

Letters will include the following information: enrollment dates, full, half or less-than half time status, number of credit hours registered for the semester. If you require prior semester enrollment information, degrees earned, date of graduation or GPA, you must order an Official Academic Transcript. For transcript ordering in CampusNet navigate to the Student tab and Transcript link or for more information visit <https://www.csuohio.edu/registrar/transcripts>.

Please complete all fields. Letters may be picked up, mailed, or faxed. Please indicate your preference below. Requests may take up to TWO working days to process. If you choose to pick up your letter, please bring a photo I.D. with you and visit Campus411 All-in-1 in BH 116.

Name: _____ Date: _____

CSU ID#: _____ Phone: _____

Period of enrollment to be included in the letter:
(Please check)

☐ Current Semester Enrolled **OR** ☐ Next Semester Enrolled

If you would like a projected graduation date included, please include the projected month and year of graduation:

If you choose to PICK UP the letter at Campus411 All-in-1, write "yes": _____

If you choose to have the letter MAILED or FAXED, indicate the address or FAX number:

Please specify any special instructions here: _____

***Signature (required):** _____ **Date:** _____

**Completed form must be sent to allin1@csuohio.edu
from your @csuohio.edu email address.**

**Requests completed by mail may be returned to:
Campus411 All-in-1 Enrollment Services
2121 Euclid Avenue, BH 116
Cleveland, Ohio 44115-2214**