



## OFFICE OF THE REGISTRAR APPLICATION FOR VERIFICATION OF ATTENDANCE

1. Requests cannot be processed if there is a financial/library hold due to an outstanding balance/book on your account. Please contact the finance office before submitting the request to resolve any outstanding balances
2. Payment must be made at the finance office and the form returned to the Office of the Registrar by the applicant before letter is processed.
3. All letters are official and are issued in an envelope.

THE COST PER COPY IS \$5.00

PURPOSE OF LETTER

- \_\_\_ DFC
- \_\_\_ GED results
- \_\_\_ Graduate (Verifying that you graduated from the institution)
- \_\_\_ Insurance
- \_\_\_ Social Security or Treasury Department
- \_\_\_ Taiwan Scholarship
- \_\_\_ Visa Application

**FINANCE OFFICE**

RECEIPT/INVOICE # \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

1. Name: \_\_\_\_\_  
(LAST)
(FIRST)
(MIDDLE)

2. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      3. (a) Dates of Attendance: from \_\_\_\_ to \_\_\_\_  
(month/day/year)
(month / year)
(month / year)

6. \_\_\_\_\_  
SIGNATURE
DATE