

# STATUS LETTER / GRADE MAILER REQUEST

Bentley University, 175 Forest St, Waltham, MA 02452, Office of the Registrar, Rauch 111, 781-891-2177

Forms accepted via mail, drop off, email (registrar@bentley.edu) or fax: (781.891.3428)

*Please allow 5 business days for processing.*

NAME \_\_\_\_\_ DATE \_\_\_\_\_

DAY PHONE # \_\_\_\_\_ EVENING PHONE # \_\_\_\_\_

LAST 4 DIGITS OF SSN \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

DEGREE PROGRAM \_\_\_\_\_

DATE OF GRADUATION (or expected graduation): \_\_\_\_\_

Information for which semester:

Fall \_\_\_\_\_  
(year)

Winter \_\_\_\_\_  
(year)

Spring \_\_\_\_\_  
(year)

Summer \_\_\_\_\_  
(year)

Student Level: Graduate Post Baccalaureate Undergraduate

I am requesting the following:

**GRADE MAILER**

Copy of my HIGH SCHOOL TRANSCRIPT Limited to: International Students NCAA

Eligibility STATUS LETTER with the following information (check all that apply):

☐ I am a full-time student (9 credits or more for Graduate students / 12 credits or more for Undergraduate)

☐ I am a part-time student (less than 9 credits for Graduate students / less than 12 credits for Undergraduate)

☐ I have already officially graduated in \_\_\_\_\_ (month/year)

☐ I have completed my graduation requirements and I am awaiting official degree conferral

☐ I am taking the final course(s) required for my degree and expect to graduate in \_\_\_\_\_ (month/year)

☐ Other information you need included or specific requirements for processing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE CHECK ANY OF THE FOLLOWING THAT APPLY:

☐ Email document to: \_\_\_\_\_ Email Address: \_\_\_\_\_

☐ Fax document to: \_\_\_\_\_ Fax # \_\_\_\_\_

☐ I will pick up the document in Rauch 111 (Must present photo ID for pickup)

☐ Mail the document to: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE (Required): \_\_\_\_\_