

Eastern Kentucky University  
Office of the Registrar

Request for Verification of Good Academic Standing

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_  
(either EKU ID or Social Security Number)

1. Date: \_\_\_\_\_ Current term: \_\_\_\_\_

2. Are you currently enrolled at EKU? YES? *If you are NOT currently enrolled then do not complete this form. Instead please request an official transcript (<http://www.registrar.eku.edu/TranscriptRequestForm/>), as this will reflect your last official academic standing.*

3. Daytime Phone Number: \_\_\_\_\_  
(\*MANDATORY)

4. Letter of Good Standing is intended for the following institution:

\_\_\_\_\_  
(Please list name of school)

5. Please indicate if any other type of information needed: \_\_\_\_\_ Classification \_\_\_\_\_ Major \_\_\_\_\_ GPA

YOU MAY CHOOSE TO:

- Hand-deliver a completed copy of this verification request to: Registrar's Office, Student Services Building, Room 239.
  - Your verification letter will be ready to pick up after 3 to 5 business days.
  - We will call the number given above when it is ready.
  - Any verification which has not been picked up within two weeks of notification will be mailed to the student's permanent address on record with the university.
- Mail a completed copy of this request form to: Registrar's Office, EKU, SSB CPO 58, Richmond KY 40475.
  - Please allow time for mail to be received plus two business days before picking up completed letter.
  - Or upon your request (see below) we will mail the letter of academic standing for you (no envelope required).
- Fax a completed copy of this verification request to: 859-622-6207.

DO YOU WANT TO PICK UP LETTER – OR HAVE US MAIL IT????

PICK UP: I will pick up verification letter at Registrar's Office.

....OR.....

MAIL: Please mail verification letter to person or institution at address indicated below:

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