



Special Letter Request Form

Name: _____ Date: _____

NLU ID or Social Security Number: _____ Phone Number: _____

You can download a free, printable enrollment verification certificate through your NLU Portal (my.nl.edu) that can be sent to health insurers, housing providers and other organizations requesting proof of current enrollment. This form is for use only when verification is needed beyond enrollment.

The fee for special letters is \$15.00. We will process requests within four business days after receipt of the form.

Special Letter to Verify (check all that apply):

- Date degree was awarded
- Program of study
- Credit hours earned
- GPA
- Expected degree award date
- Above and beyond letter (shows credits taken after degree completion)
- Other (indicate below)

Please explain what information you need in the letter and any other special instructions:

Send letter to: Name/Business: _____

Mail Address: _____

or

Fax Fax number: _____

Your signature: _____

Your signature authorizes us to release this letter.

**Mail the completed form to the Office of Admissions and Records, Attn: Registrar Operations
Coordinator, National Louis University, 122 S. Michigan Ave, Chicago, IL 60603
or fax to 312.261.3545 or email registrar@nl.edu.**

Credit Card Charge Authorization

I hereby authorize National Louis University to charge my Visa/MasterCard/American Express/Discover Card charge account with the amount shown below, which represents tuition and/or fees due to the University.

Circle: VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Cardholder's name (print): _____

Charge number: _____

Amount\$ _____ Exp.Date: _____ CVV: _____

Cardholder's signature: _____

Student name (print): _____

NLU ID or SSN: _____ Today's date: _____

Phone number: _____

Credit Card Billing Address: _____
