



Office of the Registrar

738 South Mason Street- MSC 3528 • Harrisonburg, VA 22807 • (540) 568-6281 phone • (540)568-5615 fax • clientservices@jmu.edu

Letter Request

Full Name: _____
 first middle last (maiden)

Indicate the information to be verified in the letter (enrollment status, degree, class rank, etc.):

Please provide the following:

Student ID #: _____
Date of Birth: _____
Phone #: _____
Email: _____
Number of copies: _____
Graduation date: _____

(Letters can only be faxed or mailed.)
Please send a letter to:

Signature: _____ **Date:** _____

*JMU can only verify enrollment for current and past semesters; **future enrollment cannot be verified.***