

Student Non-Attendance Verification Letter Request

*This form is only for students who have **NO** history of enrollment, attendance, or course completion at East Central University in Ada, Oklahoma. If university records show any enrollment history, this form will be declined and the student will be directed to order an Official Transcript per the instructions on the ECU web site. Please read the entire form carefully before turning it in. Forms submitted without required documentation will be denied.

Student Information:

The information you enter below must be printed legibly. You must spell out your full name. Abbreviations of names will not be accepted.

Name (First & Last): _____

Date of Birth (MM/DD/YYYY): _____

Required Documentation

To obtain your letter, you must submit along with this form a clear, legible, and valid copy of a government issued photo id showing your full name and date of birth (e.g., driver license).

Reason for Request: Please explain your reason for requesting that ECU provide this letter. This information will assist us to make sure that given your circumstances, we are meeting your need in the best possible way. Please write in or type your reason in the space below.

Student Certification

By signing this form, I certify that the information provided is true and complete to the best of my knowledge.

Student Signature: _____

Date: _____

Phone Number: _____

Email Address: _____