



Student Request Form Muskingum College

Please complete this form, sign at the bottom, and submit it to the Registrar's Office, 119 Montgomery Hall, for processing.

NAME: _____ ID# _____

Request: I hereby request that the document(s) I have checked (✓) below to be produced or processed for me.

- Letter of good standing
- The attached deferment form
- My current class rank and cumulative GPA
- My current Major GPA Minor GPA
- Enrollment verification _____
- Other: _____

Distribution:

- I will pick up the document(s) in 3-5 days.
- Please send the document(s) to my campus mailbox.
- Please mail to or fax to:
Name: _____ Number: _____

Certification: I understand that the College is not responsible for documents lost in the mail or returned because of an incorrect address. I also understand that I must present a photo ID before a document will be released to me.

Student Signature: _____ Date: _____

For office use only

- Picked up Campus Mail Initials: _____ Date: _____
- Mailed Faxed