



# The King's University

## Office of the Registrar General Request

Name \_\_\_\_\_

Date of Request \_\_\_\_\_

*In order to answer your request or questions, please check the appropriate box. Normal processing time is one week.*

### **Change of Address**

From: \_\_\_\_\_

To: \_\_\_\_\_

Phone/Cell/Fax \_\_\_\_\_

### **Evaluation of Program of Study**

When did you last attend The King's? \_\_\_\_\_

What is your program of study (Certificate, Bachelors, Masters)? \_\_\_\_\_

### **Grade Report/Unofficial Transcript**

Specify quarter \_\_\_\_\_

### **Verification of Enrollment**

*(Provides your enrollment history, address, program; most often requested for insurance, job applications)*

What information is requested for letter? \_\_\_\_\_

Who receives the letter? (name, complete address, fax number) \_\_\_\_\_

### **Other Request**

Please specify: \_\_\_\_\_

We will process your request as promptly as possible.

Would you like response by:  Mail     Pick-up     Email     Fax

Address \_\_\_\_\_

Fax Number \_\_\_\_\_