Virginia International University
4401 Village Drive
Fairfax, VA 22030
Telephone: (703) 591-7042
Fax: (703) 591-7048
Registrar@viu.edu

Student Status Letter Request Form

Please allow 3 business days for processing

Last Name		First, Middle Name	
VIU ID Number		Program of Study	

Address:_____
Street City State Zip

Tel: _____ E-mail: _____

Primary Reason (s) for letter:

☐ Student Status Letter (DMV, Bank, Legal services, Embassy, etc.)	☐ Military Letter

Please process a status letter with the following information:

_____ I am a full-time student (9 credits for Graduate or 12 credits for undergraduate).

_____ I am a part-time student

_____ I am taking the final course(s) required for my degree and expect to graduate in _____. (month, year)

_____ I expect to complete my degree requirements in _____. (month, year)

_____ I have completed graduation requirements pending conferral.

_____ Other information you need included or specific requirements for processing:

_____

Student's Signature: _____ **Date:**_____

Accounting Office Signature: _____ **Date:**_____

Processed date: _____ **By:** _____

Rev: 06/2016 Reg