



Driver's License/Bank Letter Request

The Driver's License/Bank letter Confirms enrollment for current semester, program start and graduation date, and address.

All Students **must** provide the following information:

_____		_____
Last Name	First Name	RU ID Number
_____		_____
Email address		Today's Date
Male	Graduate	
Female	Undergraduate	

Driver's License

Do you have a social security number? Yes No

(Please note that driver's license letters will be mailed to the address you provide below)

Bank Letter

PLEASE CONFIRM CURRENT ADDRESS:

STREET ADDRESS: _____

APARTMENT NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

I understand the following:

1. that the letter I am requesting may contain personal information including my legal status.
2. that if I do not pick up my letter in a timely manner, I cannot request the same letter again.
3. that if I give incorrect information it will take an additional 5 business days to receive an updated letter.
4. that my letter request will be denied if I do not provide all the requested information.
5. that I must send a written request to OIP for anyone other than myself to pick up my letter

Do Not Write Below This Space – Comments for OIP Staff ONLY!

_____ Request Completed on _____

_____ Requested More Info on _____

_____ Cannot Complete Request (reason): _____

OIP Comments: