



## Letter Request

Please allow 3-5 business days for your request to be processed.

Your Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

7-digit Cornell ID Number: \_\_\_\_\_ NetID: \_\_\_\_\_ Phone: \_\_\_\_\_

### What type of letter do you need?

**Letter of Good Standing**

To be in good academic good standing, a student must be enrolled in 12 academic credits each semester, satisfactorily complete the courses, have a minimum GPA of 2.0 or higher and maintain that GPA, and have no academic or integrity issues

<https://cals.cornell.edu/academics/advising/academic/academic-standing>

**Verification of graduation date**

If graduation date is in the future, we can only verify that the student is "expected to graduate" even if all courses required to graduate have been completed

**Verification of cumulative GPA**

CALS Office of Student Services cannot confirm major GPA; please contact your department or use the unofficial major GPA calculator: <https://dust.cals.cornell.edu/MajorGPA.aspx>

**To certify enrollment** (past and present, cannot verify future enrollment)

<http://certification.cornell.edu/>

**Official transcript available:** <https://registrar.cornell.edu/grades-transcripts/ordering-transcripts>

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### How would you like to receive the letter?

- I will pick it up                       Please FAX to: (FAX number) \_\_\_\_\_
- E-mail .pdf attachment to:    my Cornell NetID and/or  \_\_\_\_\_
- Please mail it to: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I understand that the Family and Educational Rights and Privacy Act (FERPA) prohibits the release of educational records or personally identifiable information contained in such records (other than directory information) without my written consent. By signing this form, I authorize the College of Agriculture and Life Sciences at Cornell University to release the educational records and/or personally identifiable information indicated above in the manner I have elected:

Signature: \_\_\_\_\_

CALS Office of Student  
Services

140 Roberts Hall  
Ithaca, NY 14853-5905

607-255-2257  
[cals.cornell.edu](http://cals.cornell.edu)