

CLARK ATLANTA UNIVERSITY

COUNTER REQUEST

GRADUATE

INTRANSIENT

UNDERGRADUATE

COMPLETE A FORM FOR EACH REQUEST

INSTRUCTIONS FOR COMPLETING REQUEST:

Enter the requested information on the counter request form. If you are leaving a form, attach the form to the first copy of the counter request and leave at the counter. Retain the second copy of the request form for your record.

(Please Print Legibly)

NAME _____ Social Security Number _____
Address _____ Phone Number _____
(Home) (Work)
City/State/Zip _____
School/Dept. _____ Anticipated Graduation Date: _____
Currently enrolled? Yes No Last date enrolled, if not currently enrolled: _____

PLEASE HONOR THE FOLLOWING REQUEST(S):

- Verify enrollment for current/past semester
(circle one or both)
- Verify full-time part-time less than half-time
- Complete the attached form (i.e. Deferment)
- Verify GPA
- Other(explain) _____

The request should be (mailed to me) (another address) (picked up at counter)

Give complete address where the request should be sent.

NOTE: Due to the number of requests to be processed, we ask that you allow FIVE (5) working days for processing. During peak periods (i.e. commencement, registration, closing of semester), we may not be able to honor the five-day processing time, but your request will be honored at the earliest possible date.

Signature

Date
