

**North Carolina State University  
Department of Electrical & Computer Engineering  
Graduate Office**

**Request for a Letter**

\_\_\_\_\_  
Full Name of Student (last name, first)

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Degree being sought

\_\_\_\_\_  
Area

\_\_\_\_\_  
Student email address

\_\_\_\_\_  
Date of Admission (Semester/year)

I request a letter from my program of study for the following reason:

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- (1) If for purpose of inviting relatives, must state name of each relative and country from which they will be traveling.
- (2) If for purpose of traveling, must state purpose of trip, date of departure from Raleigh, date of return to Raleigh, and the country to which you will be traveling.
- (3) If your return date for travel is later than the first day of classes, then you must
  - be registered full-time for the semester in which you will be returning late.
  - gain the permission of ALL instructors of the classes for which you are registered.
  - Email faculty member for each class to inform/request late arrival stating your name
  - and student id# in subject line of email.
  - attach a copy of your schedule and a copy of each of email response from faculty.

DO NOT submit form until all materials are attached.

Allow at least 5 business days from the date you submit request for your letter to be prepared for you. You will be notified by email when the letter is ready for collection.