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:

(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.