

## Letter Request Form

Today's Date \_\_\_\_\_

Full Legal Name \_\_\_\_\_

Santa Fe ID # \_\_\_\_\_

Phone Number \_\_\_\_\_

### Step 1: Letter Type

**Carta de Invitación - Aceptación**

Term (choose one):  Fall  Spring  Summer Year: \_\_\_\_\_

**Constancia de Estudio**

Term (choose one):  Fall  Spring  Summer Year: \_\_\_\_\_

**Constancia de Participación**

Term (choose one):  Fall  Spring  Summer Year: \_\_\_\_\_

**Constancia de Culminación**

Term (choose one):  Fall  Spring  Summer Year: \_\_\_\_\_

**Associate of Arts Description**

**Invitation Letter**

For my graduation ceremony

For a visit: from \_\_\_\_\_ to \_\_\_\_\_

*Include your visitor's information in comments sections. (name, birthdate, relationship to you, passport number).*

### Step 2: Delivery Method

I will pick up my letter from R-101

I authorize another person to pick up my letter. Name of person: \_\_\_\_\_

Please mail my letter to my address in eSantaFe.  U.S. address  International address

**Letter Requests take approximately three to five business days to be processed. You will be required to show photo I.D. to pick up any letters. All information will be verified in eSantaFe and letters will only reflect your current information in eSantaFe.**

**Student's Signature:** \_\_\_\_\_

For payment verification, see the Cashier's Office in Building F. You can request your official transcripts from the Records Office in R-112.

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