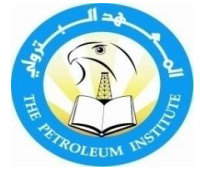


# THE PETROLEUM INSTITUTE

## STUDENT ONE-STOP SHOP (SOS)

### Letter Request Form



\* Letter request is normally processed within 48 hours of receipt. A longer period is required for processing if the request is received during peak times such as registration, add/drop, close of a semester, etc.

#### TO BE COMPLETED BY THE STUDENT

Please return to the SOS upon completion

**Student ID Number**

**Name (First, Middle, Last)**

**Mobile Number**

**Address To**

English      Arabic

**Language**

Enrollment Verification      Degree Verification

**Type**

Yes      No

**Include Duration of Study  
(4-6 years)**

Collect hard copy by hand      Receive soft copy at student PI email

**Delivery Method**

**Remarks**

\_\_\_\_\_

**Student's Signature**

\_\_\_\_\_

**Date**

#### TO BE COMPLETED BY THE REGISTRAR'S OFFICE

Request is submitted on \_\_\_\_\_

Letter is prepared on \_\_\_\_\_

Letter is prepared by (Name) \_\_\_\_\_

Letter is prepared by (Signature) \_\_\_\_\_