



# SEATTLE UNIVERSITY

## SPECIAL REQUEST RMRRSRRC

OFFICE OF THE REGISTRAR  
901 12th Avenue  
P.O. Box 222000  
Seattle, WA 98122-1090  
(206) 220-8030; Fax: (206) 296-2443  
email : registrar@seattleu.edu

**FULFILLMENT OF SPECIAL REQUESTS IS AT THE DISCRETION  
OF THE REGISTRAR PER CURRENT UNIVERSITY POLICIES.**

Seattle U ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Current Name at SU: \_\_\_\_\_  
Last First Middle

► **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Approximately 2 weeks for processing*

- I need the attached form completed by the Registrar.
- I need a letter from the Registrar stating the following (*Enrollment Verifications are provided for our students via SU online*)

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*Approximately 4-6 weeks for processing*

- I need a duplicate diploma (\$25.00 fee due at time of request)  
My name **exactly** as I would like it printed on the diploma:

\_\_\_\_\_

Additional information for verification (i.e. previous name, date of birth, graduation date) \_\_\_\_\_

*Approximately 3 days for processing*

- I need a letter from the Registrar for a Zone permit as an out-of-state resident
  - I want my primary major (Major 1) to be \_\_\_\_\_, my second major (Major 2) to be \_\_\_\_\_, and my third major (Major 3) to be \_\_\_\_\_. \*Third major is optional.
- NOTE: This is not a change of major form (If you have not declared your second major, you must do so by filling out a Change of Major form.)*

✓ **Delivery of request-** check one

- Pick up
- Email (diplomas cannot be emailed): \_\_\_\_\_
- Fax/Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE USE ONLY
Processed by: _____
Date: _____