

## Letter of Verification of Enrollment Request Form

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Time Received by OSS: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Email: \_\_\_\_\_

Circle program:    CP    LA

Circle the term and year you began your studies at HTIC:

Winter      Spring      Summer      Fall      Year: \_\_\_\_\_

Language of Letter:

# \_\_\_\_ English copies at \$10.00/copy = \_\_\_\_ (Within 7 business days)

# \_\_\_\_ English copies at \$15.00/copy = \_\_\_\_ (RUSH within 2 business days)

# \_\_\_\_ Japanese copies at \$10.00/copy = \_\_\_\_ (Within 7 business days)

# \_\_\_\_ Japanese copies at \$15.00/copy = \_\_\_\_ (RUSH within 2 business days)

Your name in KANJI: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please take this form and PAY in the accounting department on the 1<sup>st</sup> floor in room A119 BEFORE submitting it to OSS for processing.**

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The student is responsible for mailing this document.

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FOR OFFICE USE ONLY:

Issued By: \_\_\_\_\_ Date of Issue: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Rev. 6/2019)