



**Verifications - \$3.00 Per Copy (NON-REFUNDABLE).** Processing time is **5-10 BUSINESS DAYS.** Business days do not include holidays, weekends, and days the IEC is closed. This request will not be honored unless it is filled out, completed, and signed (**NO TYPED SIGNATURES**) by the student. Once complete the student must bring in the request for IEC approval with a valid picture ID. After IEC approval, student must submit the request to the Bursar's office with payment. Ensuring the information provided is accurate is **YOUR responsibility.** **Errors may require another request to be submitted and another \$3 payment per document requested.** Please note that verification letters and completed forms left in the IEC for more than 30 days will be **discarded.**

If you require course grades and GPAs, please order an official academic transcript, which can be requested by visiting the Admissions and Records Office or the Admissions and Records page at [www.smc.edu/admissions](http://www.smc.edu/admissions)

Please **PRINT.** Must be legible, or there may be a delay in processing.

<b>Student Information:</b> Write your name as it appears on your visa				
Last/Surname			First Name	
Date of Birth (mm/dd/yyyy)		SMC Student ID Number		<input type="checkbox"/> Female <input type="checkbox"/> Male
<b>Specific Information Requested:</b> Check all that apply				
<input type="checkbox"/> Current Status	<input type="checkbox"/> Number of Units	<input type="checkbox"/> Attached form	<input type="checkbox"/> Fee Verification	<input type="checkbox"/> Other: Explain
Explain other information requested:				
<b>Term and Year:</b> Please indicated which term(s) and year(s) you need verified				
Summer	Fall	Winter	Spring	
<b>Indicate number of copies:</b> \$3 per copy. You may only pick-up your own verification letter. If you are unable to pick-up your letter, please indicate that you would like the letter mailed to you or sent to your SMC email address. Please see below for additional details if you are having your letter mailed.				
___ Pick-Up at IEC	___ E-Mail	___ Mail (express – extra fee)	___ Mail (standard)	
<b>Signature:</b> You must sign below for request to be processed. No typed signatures.				
Student Signature			Today's Date	
<b>Mailing Address:</b> Complete this portion ONLY if verification letter is to be mailed. Ensuring the mailing address is accurate is YOUR responsibility. Errors may require another request to be submitted. Additional time is required for mailing. Standard mail to overseas addresses may take several weeks. Express mail is available for an additional fee, paid by the student. Set up and pay for fees through <a href="https://study.eshipglobal.com/">https://study.eshipglobal.com/</a> after submitting request to Bursar's office				
Name				
Address				
City		State/Province		Zip Code
Country				

<b>FOR IEC OFFICE USE ONLY</b>	
No. of Copies	Approved By