



## Request for Official Letter from

### The Office of Student Accounts and University Receivables

**Instructions:** If your sponsor requires confirmation of charges and/or payments on your student account, please go to your Student Center in Connect Carolina and print your account history. If additional information is required or your sponsor has rejected the account history, you may complete this form and submit it in person, by mail or email if you would like a letter from our office to a third party confirming your account information. Please note that only the Registrar may confirm enrollment. *Letter requests are usually processed within 2-3 business days.*

Student Name: 

|      |       |        |
|------|-------|--------|
| Last | First | Middle |
|------|-------|--------|

PID: \_\_\_\_\_ Requested Date: \_\_\_\_\_

Academic Year(s): \_\_\_\_\_ Academic Term(s): \_\_\_\_\_

A copy will be mailed to your permanent grade/bill address. Send letter to:

|                                      |                  |
|--------------------------------------|------------------|
| Organization Name and Contact Person | Street Address   |
| City                                 | State & Zip Code |

**OR** Email to: \_\_\_\_\_. A copy will be emailed to the student's email address.

Please describe the specific information required by the sponsor or other third party below:

By signing this form or by sending it from your ONYEN email address, I am giving permission for the University to provide information about my student account to the third party indicated above.

Student Signature:

Mail to: Student Accounts & University Receivables, 2215 SASB North, CB1400, Chapel Hill, NC 27599-1400  
or email to [cashier@unc.edu](mailto:cashier@unc.edu) from your ONYEN email account or fax to 919-962-1568

Form updated 6/24/2013

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