



### Request for Official Letter

**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 or by [email](#) to request 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.*

Requested Date:

Student's Name		PID	
Email Address			
Academic Year(s)		Academic Term(s)	
Please describe the specific information required by the sponsor or other third party below.			
Organization Name		Contact Person	
Email Address			
Mailing Address			
City	State & Zip Code	Country	

**The document(s) will be emailed unless a mailed letter is requested. A copy will be emailed to the student's email address.**

By signing this form or by sending it from my UNC email address, I hereby authorize The University of North Carolina at Chapel Hill to disclose my student account charges/payments to the third party referenced above.

Signature	Date
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