



**NATIONAL
LOUIS
UNIVERSITY**

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www.nl.edu
888.NLU.TODAY (658.8632)

Special Letter Request Form

Name: _____ **Date:** _____

NLU ID or Social Security Number: _____ **Phone Number:** _____

You can download a free, printable enrollment verification certificate through your NLU Portal (my.nl.edu) that can be sent to health insurers, housing providers and other organizations requesting proof of current enrollment. This form is for use only when verification is needed beyond enrollment.

We will process the special letter requests within four business days after receipt of the form.

Special Letter to Verify (check all that apply):

- | | |
|--|--|
| ☐ Date degree was awarded | ☐ Expected degree award date |
| ☐ Program of study | ☐ Above and beyond letter (shows credits taken after degree completion) |
| ☐ Credit hours earned | |
| ☐ GPA | ☐ Other (indicate below) |

Please explain what information you need in the letter and any other special instructions:

Send letter to: Name/Business: _____

☐ Mail _____

or

☐ Email _____

Your signature: _____

Your signature authorizes us to release this letter.

Mail the completed form to the Office of the Registrar, Attn: Verifications Coordinator, National Louis University, 1000 Capitol Dr., Wheeling, IL 60090 or email to records@nl.edu.