



Fairfax University of America  
 4401 Village Drive  
 Fairfax, VA 22030  
 Telephone: (703) 591-7042  
 registrar@fxua.edu

## Student Status Letter Request Form

Please allow 3 business days for processing

Last Name		First, Middle Name	
FXUA ID Number		Program of Study	

Address: \_\_\_\_\_  
Street
City
State
Zip

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Primary Reason (s) for letter:**

<input type="checkbox"/> Student Status Letter (DMV, Bank, Legal services, Embassy, etc.)	<input type="checkbox"/> Military Letter
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**Please process a status letter with the following information:**

- \_\_\_\_\_ I am a full-time student (9 credits for Graduate or 12 credits for undergraduate).
- \_\_\_\_\_ I am a part-time student.
- \_\_\_\_\_ I am taking the final course(s) required for my degree and expect to graduate in \_\_\_\_\_. (month & year)
- \_\_\_\_\_ I am expecting to graduate from \_\_\_\_\_ program in \_\_\_\_\_. (month & year)
- \_\_\_\_\_ I have completed graduation requirements pending conferral.
- \_\_\_\_\_ I graduated from \_\_\_\_\_ program.
- \_\_\_\_\_ This status request is for Request For Evidence (RFE). **You must attach a copy of your RFE together with this form.**
- \_\_\_\_\_ Other information you need included or specific requirements for processing:

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Accounting Office Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Processed date: \_\_\_\_\_ By: \_\_\_\_\_