

Enrollment and Academic Letters

Please complete the form below with the appropriate information that you require for your enrollment and academic status. Please mark the box(s) that best suits your needs. Please allow 3 working days for the completion of the letter. We will e-mail you when the letter is available for collection. Please return this form to the Office of Records.

Full Name: _____ Student ID: _____
Current Major: _____ Semester Admitted: _____
Current Semester Hours: _____ Date of Birth: _____
Expected Date of Graduation: _____ Today's Date: _____
Phone Number: _____ E-mail Address: _____

Please Select Letter Type:

- Anticipated Freshman** - This letter is for **New Orientation Students** (please indicate if you are AGP)
- Enrollment** - This letter is given **after the 5th class day of the 2011-2012 academic year**
- Anticipated Enrollment** - This letter indicates your **expected enrollment for the 2012-2013** academic year
- Academic** - This letter includes **academic standing, completed credit hours and cumulative GPR**
- Anticipated Graduation** - This letter indicates your **anticipated date of graduation.**
- Graduate** - This letter is given **after your graduation.**

Please Select Purpose of Letter:

- Visa** – Used when applying for or renewing visa at an embassy.*
- Military Exemption** – Required for male students seeking exemption from military service in home country*.
- Residence Permit** – Proof of enrollment to renew residence permit in Qatar.
- Passport Renewal** – Proof of enrollment
- QF Housing and Community Life, and Financial AID** – Academic letter for QF student employment and financial Aid.
- Employer** – Academic letter for graduated students or proof of enrollment for internship

Language of Choice: **English** **Arabic** (please allow an extra day for completion)

Comments – Additional specific information that you may require in your letter.

***NOTE: If you renewed your passport AFTER being admitted to the university, please attach a copy of valid passport.**