



## Request for a letter to the Saudi Arabian Cultural Mission (SACM)

Student Name: \_\_\_\_\_ MC 700# \_\_\_\_\_

Email address: \_\_\_\_\_@mc.edu

Select semester the letter needs to reference:  Fall  Spring  Summer 20\_\_\_\_\_

### Letter needs to include:

(Please check all that apply)

\_\_\_ Number of credit hours completed

\_\_\_ Enrollment Verification

\_\_\_ Number of credit hours left for degree completion

\_\_\_ Number of accepted transfer credits

\_\_\_ Expected graduation date

\_\_\_ Degree Verification

\_\_\_ Number of online/hybrid credits enrolled for  
*CURRENT TERM ONLY*

\_\_\_ Number of online credits enrolled for  
*CURRENT TERM ONLY*

\_\_\_ **TOTAL** Number of online/hybrid credits taken

\_\_\_ **TOTAL** Number of online credits taken

\_\_\_ Other (please specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**ATTACH THE EMAIL RECEIVED FROM YOUR SACM ADVISOR REQUESTING THIS LETTER.**

***Your letter will not be completed without your advisor's email request.***

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**Your completed letter or any additional needed information will be emailed to your @mc.edu account.**

**Please expect a 2-3 day wait period before your letter is complete.**

Student signature: \_\_\_\_\_

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

For Office Use Only

Date Received \_\_\_\_\_ Processed by \_\_\_\_\_ Processed Date \_\_\_\_\_