OFFICE OF STUDENT ASSISTANCE
WORLD TRADE INSTITUTE OF PACE UNIVERSITY
LETTER REQUEST FORM

LAST NAME

FIRST NAME

MIDDLE

STREET ADDRESS/P.O. BOX

CITY

STATE

ZIP CODE

DAY TELEPHONE NUMBER

EVENING TELEPHONE NUMBER

MOBILE/CELL NUMBER

E-MAIL ADDRESS

NAME DURING ATTENDANCE:
(If different than above)

ADDRESS DURING ATTENDANCE:
(If different than above)

PROGRAM INFORMATION:
(Including dates of attendance & course information)

☐ PROGRAM DOCUMENTATION ATTACHED (Pace University purchased the WTI in July 1997. We do not have transcripts for coursework related to the certificate programs completed prior to 1997. Any records prior to 1997 were paper documents that were lost on September 11, 2001; students will need to include course documentation in order for letter to be generated.)

LETTER TO BE PROCESSED BY:

☐ MAIL

☐ PICK UP

☐ FAX { }

☐ EMAIL

LETTER TO BE ADDRESSED TO:
(*Provide if mailing)

NAME

COMPANY NAME (if Applicable)

*STREET ADDRESS/P.O. BOX

*CITY

*STATE (U.S.)/COUNTRY (International)

*ZIP CODE

STUDENT'S SIGNATURE

DATE

New York City Campus
Office of Student Assistance
Transcript & Verification Department
One Pace Plaza
New York, NY 10038
Phone: (877)-672-1830
Fax: (914)-773-3862
Email: osa@pace.edu

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