



MSPE Request Form/ Dean's Letter

STUDENT INFORMATION

Student Name: _____

Student ID Number: _____ *(As appears on ID card)*

Current Student: _____ (Yes/No) (If yes, then mention current semester _____)

Former Student: _____ (Yes/No) (If yes, then mention last semester attended _____)

Address: _____

City, State, Zip: _____

Country: _____

Contact number: _____

REQUEST INFORMATION

Number of copies requesting: _____ *(Please Note: There is a fee of \$15 per MSPE/Dean's letter. All copies will be mailed to the following address.)*

Where would you like your MSPE/Dean's letter to be mailed?

Recipient's Name: _____

Address: _____

City, State, Zip: _____

Country: _____

Contact Number: _____

(Please note that students are required to submit an MSPE/Dean's letter request form to the Registrar's office (registrar@martinus.edu) to have the MSPE sent. The university will require a current CV and a personal statement to be sent along with each request.)



MSPE/ Dean's letter to be sent out by:

() FEDEX or Courier (\$100.00)

Payment submitted by:

() Check

() Bank Transfer

() Money order

() Credit Card (please fill out the separate credit card form)

If choosing Check / Money Order / Credit Card, please send to:

St. Martinus Administrative Services

8716 North Mopac Expressway, Suite 200

Austin, TX 78759

Phone: (718) 841-7682

I hereby confirm that I am/was the student of St. Martinus University that is requesting this MSPE/ Dean's letter and I hereby authorize the school to send my MSPE/ Dean's letter (s) to the mailing address specified in this form.

Date: ____/____/____

Student's Signature: _____