



UNIVERSITY OF MARYLAND

OFFICE OF THE BURSAR

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Certification of Student Account Charges

(Submit separate request for each letter requested)

1. **Letter Request (please check all that apply):**

Tuition, Lab and Fees List Course #'s (N/A for FT/UGs)
 Verification of Payment Room and Board (meal plan)

2. **Student Status:** Graduate Undergraduate

3. **Please Specify the year(s) and semester(s) eg. 2015 Spring:**

Fall Winter Spring Summer

4. **Student ID#:** _____

Full Name: _____

Current mailing address: _____

Current phone number: _____

Does address and phone number provided match information on your student account? Y / N
If No, do you want your student account updated? Y / N

Delivery Method - Please select method and provide requested information:

Fax Fax Number: _____

In-person pick-up* Pick-up date: _____

Email Email Address: _____

Mail Address: _____

Please note:

The average processing time for your request is **7-10 business days**. Your request will **NOT** be processed unless **ALL OF THE ABOVE** information is **COMPLETE AND LEGIBLE**. Your signature confirms that all information on this form is accurate.

Student signature: _____

Date: _____

*Pick-up at 1135 Lee Building between 8:30 am – 4:30 pm Mon – Fri with the exception of University Holidays