LETTER of STANDING REQUEST

Letters of Standing cost 500 AMD per document

AMERICAN UNIVERSITY OF ARMENIA

INSTRUCTIONS

1. Fill out all fields in **Personal Information**
2. Indicate **how many** Letters of Standing you would like.
3. If the letter(s) require a **stamp (pechat) and/or an envelope**, check appropriate boxes.
4. Indicate whether the letter should be in **English or Armenian**
    - 4a. If ordering more than 1 letter, indcate **how many should be written in English and/or Armenian** respectively.
5. Write the name of the **person(s) OR organization(s) OR institution(s)** to whom the letter(s) will be given.
    - 5a. If the letter of standing content will be in Armenian, **write the recipient in Armenian**.
    - 5b. If the letter of standing content will be in English, **write the recipient in English.**
6. If you are unable to pick up your transcript in person, **you may give permission*** to another party. Please fill out the appropriate fields.
7. Sign the form.

*The Office of the Registrar will refuse to give documents to unauthorized persons, regardless of familial relation.

ABOUT LETTERS of STANDING

- A *Letter of Standing* offers official proof of your status as a student or alumna of AUA
- Standard processing time for Letter of Standing are 3 business days. Rush services are not available.
- Letters of Standing are ready after 16:00 on any given day.
- The Office of the Registrar reserves the right to withhold documents to any individual with outstanding debt.
- The Office of the Registrar does not mail Letter of Standing.
- If a Letter of Standing is not picked up within 3 months, it will be destroyed, and the student must request and pay again.

Personal Information:

AUA ID:_____

Full Name:_____
        Last Name   First Name   Middle Name

Cell Phone:_____   Email: _____

Degree Program_____

Current/Former AUA Student

Last Semester Completed:_____

AUA Alumnus

Term/Year Graduated:_____

# Letters in English	Stamp (pechat)	Envelope	Recipient(s) (English)	
			1.	2.
			3.	4.
# Letters in Armenian	Stamp (pechat)	Envelope	Recipient(s) (հայերեն)	
			1.	2.
			3.	4.

I hereby give permission to the following individual to recieve my Letter of Standing in my place:

_____   _____   _____
Full Name   Relation   Passport No.

Total Cost_____

Additional Instructions:_____

Office of the Registrar

_____   _____
Student Signature   Date

AUA Office of the Registrar   Room 304M, Main Building   (+374) 60 612797   RegistrarInfo@aua.am