

## Student Request Form

UIC College of Medicine students can request documents through this Student Request Form. Some documents may require you to submit additional paperwork to complete your request. Fill in the form below, attach the form along with any supporting documents, and send via email or drop off in person to the respective office. Requests for letters may take 5 business days to complete upon receipt.

First Name:

Last Name:

UIN:

Phone #:

Email:

Graduation Class:

### The following letters are requested through the Office of Student Affairs

1853 West Polk Street, 112 CMW

Phone: (312) 996-2450

Email the form to [COM-OSACHicago@uic.edu](mailto:COM-OSACHicago@uic.edu)

- Academic Good Standing Letter* signed by OSA Dean – Completion of the contact information box below is required.
- Exemption from Jury Duty* – Submit a copy of the jury summons to your advisor along with this form.
- Letter of Recommendation* - Completion of the contact information box below is required. Also, please submit your CV and the Letter of Recommendation Template along with this form.

### The following letters are requested through the Registrar's Office

1853 West Polk Street, 105 CMW

Phone: (312) 996-8228

[medsched@listserv.uic.edu](mailto:medsched@listserv.uic.edu)

- Completion of Externship Application* – Submit a copy of the externship application along with this form.
- Deferment Form* – Submit the student loans deferment form (if applicable) along with this form.
- Malpractice and/or Health Insurance Coverage Good Standing Letter* signed by the Registrar - Completion of the contact information box below is required.
- Request a hard copy of student immunization records on file for Non-Castlebranch users.*  
(Dates of immunization records are available through [APEX](#).)

### **Contact Information Box:**

*Include the name, title, address, phone number, email address, etc. for whom the letter should be addressed to. Please also copy the link to the application for our reference. Letters cannot be generally addressed.*