

St. Mary's College
of Maryland
at Historic St. Mary's City

**REQUEST FOR FULL-TIME STUDENT
CERTIFICATION LETTER**

NAME: _____

ID#: _____

EXPECTED GRADUATION DATE: _____

Check the appropriate boxes:

Fall: _____

Spring: _____

The normal processing time to complete the certification letter is **3-5 business days** except during peak times. You will receive an email notification when the certification letter is ready for you to pick up at the front desk of Glendening Hall.