



See the second page for the Registrar's Office contact information. Completed and approved forms should be submitted to the Registrar's Office or via [help@touro.edu](mailto:help@touro.edu) using Touro e-mail address. Questions can be directed to [help@touro.edu](mailto:help@touro.edu).

**Letter requests are processed within 2 business days upon receiving this form, unless provided with a sooner date in the "letter expected by" field below. Letter requests must be cleared by the Bursar's Office.**

Student's Name: \_\_\_\_\_ Touro TID# \_\_\_\_\_  
*First Last*

Student's Address: \_\_\_\_\_  
*(No. & Street) City State Zip Code*

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

School/Academic Program: \_\_\_\_\_

Major: \_\_\_\_\_ Letter Request Date: \_\_\_\_\_ Letter expected by: \_\_\_\_\_

**Type of letter requested (please choose one of the following):**

- Time Status Letter (full time/part time enrollment): \_\_\_\_\_
- Semester Dates Attendance Letter:  Current  Previous, please specify term: \_\_\_\_\_
- Admission Status Only Letter (matriculated/non-matriculated): \_\_\_\_\_
- Graduation Letter –

Degree Conferral Date: \_\_\_\_\_

Please select one of the following:

- Undergraduate Degree (AA/AAS/AS/BA/BS)
- Graduate Degree (MA/MS/MBA/MSW)
- DDS
- DO
- Pharm D
- Other: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**Letter Delivery Method (please choose one of the following):**

- Provided to the student via  E-mail (Touro email address only)  Mail (as per address indicated above)
- Provided to another party – provide with the name of the organization:

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*(No. & Street) City State Zip Code*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bursar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Registrar's Office Use Only</b> Processed by: _____ Date: _____
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*Contact information for the Registrar's Offices per school/program and location*

<b>SCHOOL</b>	<b>REGISTRAR'S OFFICE ADDRESS</b>	<b>CONTACT INFORMATION</b>
<b>Graduate School of Business</b>	Main Campus	Phone: (212) 463 0400 ext. 55368
<b>Graduate School of Jewish Studies</b>	320 West 31st Street - Suite 131	Phone: (212) 463 0400 ext. 55544
<b>Graduate School of Social Work</b>	New York, NY 10001	Phone: (212) 463 0400 ext. 55291
<b>Graduate School of Technology</b>		Phone: (212) 463 0400 ext. 55368
		E-mail: help@touro.edu
		Fax: (646) 495 3868
<b>Graduate School of Education</b>	Main Campus	E-mail: GSEP.REGISTRAR@touro.edu
	320 West 31st Street - Suite 131	Phone: (212) 463 0400 ext. 55544
	New York, NY 10001	Fax: (646) 495 3868
	Brooklyn Campus	E-mail: GSEP.REGISTRAR@touro.edu
	946 Kings Highway	Phone: (718) 301 2030
	Brooklyn, NY 11223	
	Bay Shore Campus	E-mail: GSEP.REGISTRAR@touro.edu
	1700 Union Blvd # A	Phone: (631) 665 1600 ext. 6268
	Bay Shore, NY 11706	Fax: (646) 495 3880
<b>New York School of Career &amp; Applied Sciences (NYSCAS)</b>	Main Campus	E-mail: help@touro.edu
	320 West 31st Street - Suite 131	Phone: (212) 463 0400 ext. 55228, 55328, 55507
	New York, NY 10001	Fax: (646) 495 3868
	Flatbush Campus	E-mail: help@touro.edu
	1602 Avenue J	Phone: (718) 252 7800 ext. 59246
	Brooklyn, NY 11230	Fax: (718) 253 6479
	Kings Highway Campus	E-mail: help@touro.edu
	1726 Kings Highway	Phone: (718) 336 6471 ext. 30107
	Brooklyn, NY 11229	Fax: (718) 998 7741
	Neptune Campus	E-mail: help@touro.edu
	360 Neptune Avenue	Phone: (718) 265 6534 ext. 58550
	Brooklyn, NY 11235	Fax: (718) 265 0614, (718) 265 0613
<b>Lander College of Arts &amp; Sciences</b> - <i>Institute of Professional Studies</i> - <i>School of Lifelong Education</i>	Flatbush Campus	E-mail: help@touro.edu
	1602 Avenue J	Phone: (718) 252 7800 ext. 58550, 59246
	Brooklyn, NY 11230	Fax: (718) 253 6479
<b>Lander College for Men</b>	Flushing Campus	E-mail: help@touro.edu
	75-31 150th St	Phone: (718) 820 4928
	Flushing, NY 11367	Fax: (718) 820 4927
<b>Lander College for Women</b>	Midtown Campus	E-mail: help@touro.edu
	227 W 60th St	Phone: (212) 287 3520
	New York, NY 10023	Fax: (646) 495 3810
<b>School of Health Sciences</b>	Main Campus (Manhattan Programs)	E-mail: help@touro.edu
	320 West 31st Street - Suite 131	Phone: (212) 463 0400 ext. 55544
	New York, NY 10001	Fax: (646) 495 3868
	Bay Shore Campus (Bay Shore Programs)	E-mail: help@touro.edu
	1700 Union Blvd # A	Phone: (631) 665 1600 ext. 6268
	Bay Shore, NY 11706	Fax: (646) 495 3880
	Flatbush Campus (Speech Pathology and Nursing Programs)	E-mail: help@touro.edu
	1602 Avenue J	Phone: (718) 252 7800 ext. 59377
	Brooklyn, NY 11230	Fax: (718) 253 6479
<b>Touro College of Dental Medicine</b>	Valhalla Campus	Phone: (914) 594 4495
	40 Sunshine Cottage Road Suite 127	E-mail: Registrar@nymc.edu
	Valhalla, NY 10595	Fax: (914) 594 3752
<b>Touro College of Osteopathic Medicine</b>	Harlem Campus	Phone: (212) 851 1199 ext. 42587
	2090 Adam Clayton Powell Jr. Blvd, Suite 519 H-G	Phone: (212) 851 1199 ext. 42568
	New York, NY 10027	E-mail: help@touro.edu
		Fax: (212) 851 1183
	Middletown Campus	Phone: (845) 648 1000 x 60108
	60 Prospect Ave	E-mail: help@touro.edu
	Middletown, NY 10940	
<b>Touro College of Pharmacy</b>	Harlem Campus	Phone: (212) 851 1199 ext. 42587
	2090 Adam Clayton Powell Jr. Blvd, Suite 519	Phone: (212) 851 1199 ext. 42568
	New York, NY 10027	E-mail: help@touro.edu
		Fax: (212) 851 1183