



Letter of Attendance

Use this form to request a letter of attendance or duplicate certificate. You may fax a request with a credit card payment to 520-621-9180 or submit this form with payment to CESL room 100. There is no charge for the first or original certificate.

There is a \$5.00 fee for a duplicate Certificate or a Letter of Attendance

- Letter of Attendance
 Duplicate Intensive English Certificate of Attendance

Workshop Certificate of Attendance

Please write the workshop you have attended. _____

Program Please check the program you have attended.

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> IEP | <input type="checkbox"/> TEFL (45 hours) |
| <input type="checkbox"/> Evening | <input type="checkbox"/> TEFL (100 hours) |
| <input type="checkbox"/> Downtown | |
| <input type="checkbox"/> Nogales | |

Print or type clearly _____ Date Requested _____

Your name _____

CESL ID number _____ Dates attended _____

Email _____ Telephone: _____

Address for mailing the certificate

If you would like the certificate sent by express mail or Fed Ex please include \$15.00 for service within the USA and \$60.00 for overseas delivery.

CREDIT CARD AUTHORIZATION FORM

I hereby authorize The University of Arizona to charge _____ (US) to my credit card.

MASTERCARD VISA or American Express CID # _____ Card # _____ Expiration Date ____/____/____

Card holder name (Please print) _____ Card holder Signature: _____

Billing Address _____ Telephone _____ Email address _____