Embassy Letter Request Process

*In-class/Online Delivery Percentage*

When a student requests verification of specific coursework percentage online, the following process should be followed:

1. The student or instructor should obtain a form from Global USA (either directly or from the website).
2. The form, signed by the instructor, should be submitted to Global USA.
3. Global USA will produce a letter on behalf of the University of South Alabama to the student and the embassy advisor based on the information received on the signed form.
4. The Global USA office will maintain a list of occurrences and upload copy of the form and letter to the student’s online profile.

**Information you will need to complete the form:**
- Student Legal Name
- Student Phone number
- Student Email address
- Jag Number
- Embassy, Embassy advisor's name, and email address
- Instructor name and title
- Course name, abbreviation, and section number
- Term Taken
- Percentage breakdown: In-class vs Online
- Signature of Instructor