

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