

Command Letterhead here

Date

From: (Your Commander or Officer in Charge)

To: Pennsylvania State University Office of Veterans Programs

Subj: REQUEST FOR PRIORITY REGISTRATION

1. This is to certify that (Name of Service Member) is presently serving with (Your command name here).
2. Service Member Information:
 - a. Active Duty Service Dates: _____ to _____.
 - b. Characterization of Service: (Honorable, General, etc.)
 - c. Penn State ID Number: (Your 9-digit PSU ID #)
 - d. Penn State Email/User ID: _____
3. The point of contact is (Name of point of contact) and may be reached at (include phone number and email address).

(Physical signature of Commander; no electronic signatures accepted)

Printed Name of Commander