



**Texas A&M International University**  
**Office of Career Services**  
Thank You Letter Process

### Request for Personal Information

In order to better assist you, please provide us with the following information. All of the information you provide will be kept completely confidential. Thank you.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Address, City, State and Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

What is your cell phone carrier? (Example: Sprint, AT&T, Verizon, etc.) \_\_\_\_\_

Would you like Career Services to send you text messages for weekly events?  Yes  No

TAMIU Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Would you like Career Services announcements (job fairs, workshops, info tables, etc.) to be sent ...

...to your TAMIU email address?  Yes  No ...to your alternate email address?  Yes  No

Classification:  Freshman  Sophomore  Junior  Senior  Grad Student

Graduation Month:  May  August  December Graduation Year: \_\_\_\_\_

Degree:  Bachelor's  Master's  Doctoral Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Name of Scholarship(s) Received: \_\_\_\_\_

Semester(s) for Scholarship Spring \_\_\_\_\_ (year) Fall \_\_\_\_\_ (year)

Referred to Career Services By:  Financial Aid  Institutional Advancement  Other \_\_\_\_\_

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#### For Office Use Only

\_\_\_\_ email for review to \_\_\_\_\_

\_\_\_\_ Complete (2) Required Forms

\_\_\_\_ DW: Create Observation

\_\_\_\_ Approval from \_\_\_\_\_

\_\_\_\_ Add to Excel

\_\_\_\_ Blackbaud: Letter(s) Uploaded

\_\_\_\_ Student notify by: \_\_\_\_\_

\_\_\_\_ Draft Letter Received

\_\_\_\_ Picture Taken/Received

\_\_\_\_ Letter Signed by Student

\_\_\_\_ Notified Financial Aid of Completion

\_\_\_\_ Letter Mailed



# TEXAS A&M INTERNATIONAL UNIVERSITY

## Academic Record Release

**Authorization to release student academic record at the request of foundations while student studies at Texas A&M International University (TAMIU).**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

**Instructions: The student signature will authorize Texas A&M International University (TAMIU) to provide academic records to outside foundations upon request. This authorization will remain in effect while the student is enrolled as a student at Texas A&M International University (TAMIU) or until revoked by the student or parent/guardian. Return complete form to:**

**Texas A&M International University  
Office of Career Services STC #114  
5201 University Boulevard  
Laredo, Texas 78041-1900**

### Release Agreement

**I voluntary agree to release my academic records directly to outside foundations upon their request. This authorization will remain in effect while I am enrolled as a student at Texas A&M International University (TAMIU) or until revoked by my parents/guardian or myself.**

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Texas A&M International University  
Office of Career Services, STC #114  
956.326.4473

rev. 11-2017



## Thank You Letter Format

Your Name (First and last flushed at the top margin))  
Your Street Address  
City, State Zip Code (No abbreviations)

Date

(Usually three lines of space)

Addressee's Full Name (Person who awarded scholarship)  
Addressee's Title (like 'President')  
Name of Scholarship  
Name of Company (Group who awarded scholarship)  
Company Street Address  
City, State Zip Code

Dear (Name of Addressee):

**First Paragraph:** State your name, and mention that you are 'the recipient of the (name the specific award you received) at Texas A&M International University (TAMIU) and your appreciation for their generosity.

**Second Paragraph:** State what year you are in, your major, and talk a little about yourself. Make it personal for the donor.

**Third Paragraph:** State what your future goals are and how this award will help you achieve them.

Sincerely,

(Your signature goes here) (Three lines of space)

Your full name typed

When you are finished, [click here to submit the documents](#) along with a picture to the Office of Career Services. Once it is received and review by our office, we will contact you for you to come to the office and sign the letter.

Feel free to contact Office of Career Services for any questions at 956-326-4473 or email at [careerservices@tamiu.edu](mailto:careerservices@tamiu.edu).

