

Thank You Letter Packet Instructions

1. Fill in the *PDF Request for Personal Information*
2. Fill in the *PDF Academic Record Release*
3. Type your *Thank You Letter in a Word Document*
4. Email the *2 PDF Documents and the Thank you Letter Word Document* to:

careerservices@tamiu.edu



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 _____

For Office Use Only

____ email for review to ____

____ Approval from ____

____ Student notify by: ____

____ Complete (2) Required
Forms

____ Add to Excel

____ Draft Letter Received

____ Picture Taken/Received

____ Letter Signed by

Student

____ Notified Financial Aid of
Completion

____ Letter Mailed

____ DW: Create

Observation

____ Blackbaud: Letter(s)

Uploaded



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 voluntarily 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



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

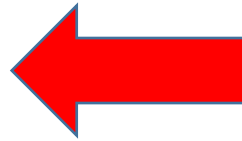
Date

(Usually three lines of space)

We will place your
TAMIIU ID picture
here UNLESS you
come to STC 114 and
have your picture
taken before
submitting these
forms.

OFFICE OF CAREER SERVICES WILL FILL OUT THIS PORTION

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):



WE WILL FILL OUT THIS PORTION

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,

YOU WILL BE NOTIFIED OF WHEN TO SIGN YOUR LETTER @ CAREER SERVICES

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.

