

Print on Official College Letterhead

Washington State Opportunity Scholarship (WSOS) Major/CIP Code Verification Letter

Instructions to students and/or college officials:

Students must submit a letter from a college or university Registrar verifying their acceptance into an eligible high-demand major in order to receive an increased scholarship amount of \$5,000 (juniors) or \$7,500 (seniors). Additional information about the WSOS is available at waopportunityscholarship.org.

You may provide your registrar or with a copy of this sample letter to demonstrate the requirements. Letters should include:

- **The name of your major and verification of acceptance**
- **The date accepted**
- **The major CIP code** ("CIP" stands for Classification of Instructional Program. Each major has a CIP code and that code defines the major and field of study. Typically, the CIP code comes from the college or university's Registrar's office). The CIP code must be numeric, and be in this format: 11.111.

Your registrar's office should utilize the format below, and replace the sample information (highlighted) with your information. It should be printed on official college or university letterhead.

Sample Letter:

January 16, 2014

Dear Washington State Opportunity Scholarship,

This letter is to verify that **John Smith** is attending the **University of Washington**, and he/she has been officially accepted into **the Engineering Program** and is pursuing a major in **Civil Engineering**.

The CIP code for this major is: **14.0801** (the CIP code must numeric, and must be in this format: 11.111)

This student was officially admitted/accepted into the major on **12/15/2013**.

Sincerely,

Name:

Title:

Department: Registrar's Office

Phone:

Email:

(Official Letterhead)

Name of your College/University | Address | City/State/Zip Code | Phone Number | Website Address