

Dear Registrar,

(Name of Candidate) has applied for enrollment in a Marine Corps Officer Candidate Program, or is already a member of such a program. This program may lead to an appointment as a commissioned officer in the United States Marine Corps. When selecting candidates for appointment as officers, decisions are made on the basis of all available, relevant information regarding the applicant's background in terms of education, intelligence, experience and personal characteristics. A minimum grade point average is required for admission and retention in all of our programs. We are requesting your cooperation in furnishing essential information about this individual's academic status so that a fair determination can be made. We ask that you complete the appropriate blocks on the attached Academic Certification form accordingly. This information is extremely important as it will assist a panel of officers at Headquarters, Marine Corps in determining the officer potential of this Candidate.

The information you furnish will be treated confidentially. However, under the Freedom of Information Act and Privacy Act of 1974, a copy of this completed form may be released if requested by the applicant. This form is authorized by MCO 1130.76D and MCRCO 1100.2. Although you are not required to respond, your cooperation in this matter is greatly appreciated.

Please submit your response via email, or a prepaid envelope may be provided upon request. Thank you for your time.

Sincerely,

USMC
Applicant Release