



LOYOLA
UNIVERSITY
CHICAGO

Request for New Organization Code

Instructions: Complete this form for each school and/or organization and email (as an attachment) to StudentInformationSystem@luc.edu The information will be loaded into the Student Information System. Mandatory fields are coded with an asterisk. Once the information is loaded into the system, you will receive an e-mail informing you of the new code.

*Name of Requestor: _____

*Phone Number: _____ *E-Mail Address _____

*Department _____ *Division _____

*Name of School _____

*Proprietorship: _____ Public _____ Private _____ Religious _____ Other

*School Type: _____ College _____ Community College _____ NA
 _____ Secondary _____ University _____ Unknown
 _____ Vocational

*Country _____

Address1 _____

Address2 _____

Address3 _____

City _____

State _____

Zip Code _____

Office Use Only

Date Received _____ Date Completed _____

E-Mail Sent _____