

# Alumni Recruitment Request Form



**\*\*\*All Request forms must be submitted 14 days prior to your scheduled event to ensure that our office is able to process your request in time. Requests that do not fall within the 14 day window may not be fulfilled.**

Please type your responses directly into this form, save and return to [admissions@nccu.edu](mailto:admissions@nccu.edu)

**\*\*\*Please note that only certified alumni will be permitted to receive recruitment materials in bulk. If you have not certified with our office, please contact our Alumni Liaison, Dwanson Clark [dclark27@nccu.edu](mailto:dclark27@nccu.edu) for upcoming certification dates\*\*\***

- I Completed H.E.A.R.T Training  
Certification ID Number \_\_\_\_\_
- I Have Not Completed  
H.E.A.R.T Training

## Demographic Information

Today's Date:	
First Name	
Last Name	
Contact Number	
Email Address	
Mailing Address	
Apartment or Suite Number	

### Recruitment Event Information 1

Event Location (City, State)	
Event Type (Fair, Panel, Etc.)	
Date of Event	
Student Audience	

### Recruitment Event Information 2

Event Location (City, State)	
Event Type (Fair, Panel, Etc.)	
Date of Event	
Student Audience	

## Recruitment Material Request

- One Box (150 Brochures)
  - Two Boxes(300 Brochures)
  - Three Boxes(450 Brochures)
- Student Contact Cards Needed?
- Yes
  - No

## Recruitment Follow – Up Process

- Please mail all completed contact cards within 7-10 business days after the event to:  
North Carolina Central University  
Office of Undergraduate Admissions  
617 Lawson Street  
Durham, NC 27617
- If you collected student contact information electronically, please send that information to [admissions@nccu.edu](mailto:admissions@nccu.edu).
- Please don't forget to complete and include the Eagle Feedback card.
- Should you have any questions please contact the Office of Undergraduate Admissions at 919-530-6665.