



Letter Request

International students who need to have a letter written on their behalf must fill out and submit this form to the Office of International Education and Development (OIED). If there are unique circumstances surrounding your request, please make an appointment with an International Student Advisor to explain the details. Please allow at least two business days for processing all letter requests.

* Note: The Registrar's office assists with requests for letters stating when you will graduate or how many credits you need to graduate.

Name: (Last/Family Name) (First Name) Student ID: V

Mailing Address: (Street, Apartment, or P.O. Box) (City) (State) (ZIP Code)

Phone Number: E-mail Address:

Visa: F-1 J-1 Gender: Male Female Academic Major:

Level: Undergrad Graduate Post-Baccalaureate Visiting Scholar

How many copies of the letter printed?

Where to send to send the letter?

Pick up in OIED OR Send to: (Complete Mailing Address)

I would like my friend (Last/Family Name) (First Name) to pick up my letter.

Type of Letter (Check all the applies):

- Family Invitation Letter Graduation Verification Letter
Verification of Student Immigration Status Letter Verification of Address Letter
Verification of Enrollment Letter Other Letter (please explain below)

Please include the following details in the letter (check the box).

- Grade Point Average (GPA) Other Details:
Academic Standing
Major or Program of Study
Immigration Status
Address
Number of credits taking
Start/end date of terms
Concurrent Enrollment at another university