



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

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 _____ to pick up my letter.
(Last/Family Name) (First Name)

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

