

## 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 in Maaske Hall. 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 processing for all letter requests.**

*\* Note: If you need a letter stating when you will graduate or how many credits you need to graduate OIED cannot do that. For this letter talk go to the Registrars Office in the administration building.*

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 the letter?**

Pick up at Maaske Hall    **OR**     Send to: \_\_\_\_\_  
(Complete Mailing Address)

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

**Type of Letter:**

- Verification of Student Immigration Status       Verification of Address
- Verification of Enrollment       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      \_\_\_\_\_