Letter Request Form

Please print clearly and complete the entire form. An incomplete request form cannot be processed. Return this form to the Center for International Education. It will take up to five working days to process this request.

Name:  Last ______________________________                              First  ___________________________

Net ID: _______________________________  Current Immigration Status: Circle One – F-1 or J-1

I am requesting a letter for:
( ) Permission to accept on-campus employment
( ) My application to the Social Security Administration  
    {Limit: 1 Original}
(Please provide copy of job offer letter)
( ) Enrollment Verification
( ) Con Current Enrollment: if you plan to take classes in other institutes
( ) Estimated Tuition
( ) Invitation of family members (to apply for tourist visa)
Is purpose of the visitor visa to attend your graduation ceremony? Yes   No
If yes, circle degree you will be awarded: B.A.  B.S.  M.A.  M.S. /  __________  
(List major)

Date of graduation ceremony:  June – ________

If you are requesting a letter of invitation, please list the names and dates of birth of invited family members as they appear in their passports and their relationship to you, below:

( ) I would like each name listed on a separate letter  
    {Limit: 2 Originals}

( ) I would like all names to appear on one letter  
    {Limit: 2 Originals}.

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>DATE OF BIRTH (MM/DD/YYYY)</th>
<th>RELATIONSHIP</th>
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Your Current Address:  

Street: ___________________________  Apt.: ___________________________
City: ___________________________  State: ___________________________
State: ___________________________  Zip: ___________________________

Number of originals requested: ________

( ) I will pick up the letter
( ) Mail the letter to the address below (U.S. only)
__________________________

I certify that the information I have supplied is true and correct.

Signature ___________________________  Date: ___________________________
Phone Number ___________________________  E-mail Address:  

Student Assist.'s Initials: __________
**If you need more specific information in the letter, please write your request below. CIE will determine if your request can be accommodated.