



F-1 Student Letter Request Form

Revised: June 6, 2017

Directions: Use this form if you are in need of a letter from the Office of International Education for the purpose of applying for a Social Security number, a driver's license, visa renewal, or in the case that you need a letter to aid family members in obtaining a tourist visa to visit you. Please note that **letters verifying enrollment are provided by the Office of the Registrar** and can be requested via your student portal.

Submit this completed form with any required supporting documentation and submit to OIE. Please allow for 3-5 business days processing time.

PART I: Personal and Program Information

First Name: _____ **Last Name:** _____

SEVIS ID: _____ **Student ID:** _____

Email: _____ **Phone:** _____

Program: _____ **Level:** IEL Bachelors Masters Doctorate
 Non-degree

Program Start Date: _____ **Anticipated Program End Date:** _____

PART II: Purpose of Letter

- Choose One:**
- Employment Eligibility Letter for SSN Application (must also submit *Offer Letter* from hiring department)
 - Driver's license
 - Inviting family (complete next page of this document)
Is this to invite family to your graduation ceremony Yes No
 - Visa Renewal
 - Other (Explain): _____

If you will be applying for a visa, indicate at which consulate you will be applying:

City: _____

Country: _____

Signature: _____ **Date:** _____

For OIE Use Only:

___ Letter Issued

Advisor: _____

Date: _____



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Part III: If you are inviting family, please complete the section below:

Indicate at which consulate your family will be applying for a visa:

City: _____

Country: _____

I would prefer (choose one):

One letter listing all invited persons invited Separate letter for each person

The following information is required for *each* immediate family member whom you intend to invite to the United States. Please type or print clearly.

First Name:	Last Name:
Relationship to Student: Spouse Child	Date of Birth (month/day/year):
Country of birth:	Country of Citizenship:
First Name:	Last Name:
Relationship to Student: Spouse Child	Date of birth (month/day/year):
Country of Birth:	Country of Citizenship:
First Name:	Last Name:
Relationship to Student: Spouse Child	Date of birth (month/day/year):
Country of Birth:	Country of Citizenship:
First Name:	Last Name:
Relationship to Student: Spouse Child	Date of birth (month/day/year):
Country of Birth:	Country of Citizenship:

Attach additional document to invite additional persons.