

## 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 Registrar/International student. If there are unique circumstances surrounding your request, please make an appointment with SIU PDSO/DSO to explain the details. **Please allow at least 3 to 5 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, the DSO cannot do that.  
For this letter go to the Registrar's Office.*

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

(Last Name)

(First Name)

Mailing Address: \_\_\_\_\_

(Street, Apartment, or P.O. Box)

(City)

(State)

(ZIP Code)

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### **Domestic Students**

**Level:** ☐ Undergrad ☐ Graduate

**Gender:** ☐ Male ☐ Female

**Academic Major:** \_\_\_\_\_

### **International Students**

**Visa:** ☐ F-1 ☐ J-1 **Gender:** ☐ Male ☐ Female **Academic Major:** \_\_\_\_\_

**Level:** ☐ Undergrad ☐ Graduate

**How many copies of the letter printed?** \_\_\_\_\_ **Where to send to send the letter?**

☐ Pick up at registrar's office **OR** ☐ Send to: \_\_\_\_\_

**Type of Letter (Check all the applies):**

- ☐ Verification of Student Immigration Status Letter
- ☐ Verification of Enrollment Letter
- ☐ Graduation Verification Letter
- ☐ Verification of Address 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      ☐ Other Details: \_\_\_\_\_
- ☐ Address
- ☐ Number of credits taking
- ☐ Start/end date of semester
- ☐ Concurrent Enrollment at another university \_\_\_\_\_