

DOCUMENT REQUEST FORM

**NOTE:
ENROLLMENT VERIFICATION LETTERS MAY BE REQUESTED
FROM THE UNIVERSITY REGISTRAR, 107 ESCH HALL**

INSTRUCTIONS: If you require one of the documents listed below from the International Division, please complete this form. *Documents will normally be prepared in 2-3 business days in the order that the requests are received.*

Family Name _____ Given Name _____

Local Address: _____

City, State, & Zip: _____

Telephone # _____ - _____ E-mail: _____

Degree Level (*circle one*): **Bachelors** **Masters** **Doctorate** **Non-Degree**

PLEASE INDICATE DOCUMENT(S) NEEDED:

These documents require submission of a completed Statement of Financial Support or current financial documentation:

_____ **I-20 for dependents**

Please provide (on back) name, relationship, date of birth, and country of birth for each dependent.

_____ **Replacement for lost or mutilated I-20**

_____ **Military Deferment letter**

_____ **Letter of Invitation For Family Visit**

Name and relationship of visiting family members must be provided in addition to length of stay in U.S.

_____ **Letter of Invitation For Graduation**

Name and relationship of visiting family members must be provided in addition to length of stay in U.S.

_____ **Other**

Explain exactly what is needed below:

I hereby authorize the release of any information necessary to complete the requested documents in compliance with University policy regarding student information and the Family Educational Rights & Privacy Act (FERPA).

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY:

Date Received ____/____/____ **Initials** _____

Date Completed ____/____/____ **Initials** _____

Student Called ____/____/____ **Initials** _____