

REQUEST FOR A STATUS LETTER

**** Please allow us at least 5 working days to process your letter. Please note that if you are not registered for a full course of study this semester your letter will be delayed.**

PLEASE PRINT CLEARLY

Name: _____, _____ Female _____ Male _____
(Last/Family Name) (First Name)

Visa Status (F-1, J-1, etc.): _____ Student I.D #: _____ - _____ - _____

Date of Birth: _____ Phone: _____ Email: _____@_____
(Please print)

Degree that you are working toward: Bachelor's ___ Master's ___ Doctorate ___
 Non-Degree ___ Other ___ (specify) _____

Major Field of Study: _____ Current end date on I-20 or DS2019: _____

Number of credits you are currently registered for: _____ Do you have an assistantship? _____
 Where: _____

Are you on OPT or CPT? (Circle One) _____

Signature of Student: _____ Today's Date: _____

(complete other side →) (complete other side →) (complete other side →)

For office use only: Due Date: _____ Notes: _____

REQUEST for STATUS LETTER (continued)

The purpose of your request:

- _____ Applying for Social Security Number...
 _____ What kind of job? (Circle one) On campus; Assistantship; OPT; CPT
- _____ Applying for a U.S. visa for _____ myself, or _____ spouse (Complete below)
- _____ Visit to my home country
- _____ Visit to another country or countries:
 _____ Name of country or countries _____
- _____ Inviting family member (not dependent) to U.S. – (Complete below)
- _____ Other: (please explain) _____

PLEASE PRINT CLEARLY and MAKE SURE THE INFORMATION IS THE SAME as in passport. ☺

LAST NAME, First Name	Relationship (Mother/Father, Uncle etc.)	Nationality	Date of Birth (mm/dd/yyyy)	Place of Birth (City/Province, COUNTRY)
Example: WONG, Faye	SISTER	Chinese	08/08/1969	Beijing, CHINA