

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 _____