

Please allow up to three (3) business days for your request to be completed. You will be notified via email when your letter is available for pick up at International Student & Scholar Services. Check-in holds must be removed before a letter request is completed.

Name of Student: _____
Family/Last Name First Name

T-Number or SEVIS ID or Date of Birth: _____

Current U.S. Address: _____
Street address City State Zip

Student Email: _____ Current Major: _____

Current Academic Advisor: _____

SACM Letter Types:

*If SACM is requesting this letter, please attach the printed email request from SACM.

- Study Plan / Grad Plan**
 - Number of credits completed
 - Number of credits needed to graduate
 - Estimated graduate date
- Online Course Authorization**
 - Desired Online Course: _____
 - Desired Term: _____

History of Online Courses

Change of Major
 Desired new major: _____

*Letter must include how many credits will apply from current major to new major (unless ESL). Please include estimated new graduation date.

Other Letter Request
If the type of letter needed is not listed above, please provide an explanation of what is needed:

Signature _____ Print Name _____ Date _____

Office Use: Date Received: _____ Date Request Completed: _____ Initials of DSO: _____
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