

## F-1 LETTER REQUEST FORM

**DIRECTIONS:** This form is required for F-1 international students who request a letter from the International Students & Programs Office. Student must complete and attach any additional document requirements. Please allow **5 business days** for processing.

### STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

PID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Degree Level:  Doctorate  Masters  Bachelors  Non-Degree (GLI student)

Major/Academic Program: \_\_\_\_\_

Current Visa Status: \_\_\_\_\_ (F-1 or F-2.)

### REQUEST FOR:

- Letter for Social Security Administration (please check one choice below)**
- For F-1 students working on-campus:** Attach copy of job offer letter
  - For F-1 students working off-campus:** To be eligible to apply for the SSN, you must have already received approval for OPT or CPT. Attach copy of job offer letter (CPT approval) or EAD Card (OPT approval).
  - For Department of Motor Vehicles when SSN Denial Letter is required by DMV from SSA Office**
- ITIN Support Letters** – For F-1 students on [scholarship](#), [fellowship](#), [tax treaty](#), etc.
- Are you filing a tax return and have had a W-7 generated by Glacier Tax Prep?  Yes  No
- Visa Status Verification Letter**  
*This letter verifies your visa status and current enrollment dates with UC San Diego. No alterations will be made to the standard format of this letter.*
- Graduation Invitation Letter**  
*You must be participating in the commencement ceremony **within 6 months** of request of this letter. An advisor will check that your degree requirements are being met. This letter is written as a courtesy to students inviting family members to participate in their Graduation Ceremony. **It does not guarantee** a visa will be granted during a family member's visa interview **nor is it required for the interview. Only 1 letter will be given per student.** No alterations will be made to the standard format of this letter.*
- DMV Application Support Letter** when a support letter is required for initial application
- Other (Please explain):** \_\_\_\_\_

### TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR

Issued by \_\_\_\_\_ Date \_\_\_\_\_  
(7/2017)