

## J-1 LETTER REQUEST FORM

**DIRECTIONS:** This form is required for J-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 (EAP or GLI student)

Major/Academic Program: \_\_\_\_\_ Current Visa Status: \_\_\_\_\_ (J-1 or J-2)

### REQUEST FOR:

- On-Campus Employment Authorization Letter (attach copy of job offer letter)**

Department Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Employment Type (select one):  Assistantship (e.g. TA, RA, GSR)  Fellowship/Scholarship  Occurs on premises (e.g. bookstore, library)

- Letter for Social Security Administration (please check one choice below)**

- For J-1 students working on-campus:** To be eligible to apply for the SSN, you must have already received approval for on-campus employment. (Attach copy of job offer letter.)
- For J-1 students working off-campus:** To be eligible to apply for the SSN, you must have received approval for Academic Training. (Attach copy of job offer letter.)
- For J-1 students without employment**
- For Department of Motor Vehicles when SSN Denial Letter is required by DMV from SSA Office**

- Verification of EAP reciprocity student enrollment for home university**

*Attach home university's form and add any special instructions below. Please translate if home university's certificate/attestation is not in English.*

- 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)