

LETTER REQUEST FORM

DIRECTIONS: This form is required for all 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: _____ (F-1, F-2, J-1, J-2, etc.)

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 J-1 students working on-campus:** To be eligible to apply for the SSN, you must have already received approval for on-campus employment (see [On-Campus Employment Authorization Form](#)). 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**
- 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
- 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 _____
(4/2017)