ROOSEVELT UNIVERSITY

Student Letter Request

All Students **must** provide the following information:

Last Name	First Name	RU ID Number
Phone number	Email address	Visa Type (F-1, J-1, H-4, etc)
Major	Program Start Date (mm/yy)	Expected Graduation Date (mm/yy)
[ ] Male [ ] Female	[ ] Graduate [ ] Undergraduate	Country of Citizenship

LETTER REQEST: Please select the type of letter you would like to request. Complete the required information below for the letter you are requesting. Pick up your letter 3 full business days after you drop off the request.

GOOD STANDING LETTER- IN ORDER FOR US TO COMPLETE YOUR REQUEST, YOU MUST PROVIDE TO WHOM THE LETTER IS FOR AND WHAT IS THE REASON. YOUR REQUEST FOR A LETTER WILL BE DENIED IF YOU DO NOT PROVIDE THIS INFORMATION BELOW:

Good Standing Letters are used to verify current enrollment, tuition and fees, maintenance of immigration status, pre-registration, other. Please tell us what the letter is being used for:

- ❍ Good Standing Letter—Confirms enrollment for current semester
- ❍ Good Standing Letter—Confirms enrollment and tuition/fees for current semester
- ❍ Good Standing Letter—Confirms admission and pre-registration for upcoming semester
- ❍ Good Standing Letter—Confirms previous enrollment at RU and dates of enrollment
- ❍ Army Letter—Confirms enrollment, program start date, and expected program completion for army deferral

❍ Good Standing Letter—Confirms enrollment and address (please provide current address below):

Street Address and Apt #	City	State	Zip

❍ Good Standing Letter—Other (please specify what you need in the letter below):

2.) SOCIAL SECURITY LETTER

Social Security Letters are used to apply for a social security number (for employment purposes). You MUST have a job offer AND work authorization from OIP in order to apply for a SSN. **Social Security Administration (SSA) will process SSN applications for on-campus or CPT work no more than 30 days prior to the job start date. For OPT, SSA will process the application only after the start date listed on the I-20 and EAD Card.** Please indicate your start date so that it will be included in the letter.

❍ On-Campus Employment (please provide copy of work authorization and the following information)

Employer (office/department)	Job Title

Turn Over →

_____
Start date (month/day/year) *for off-campus jobs (i.e. CPT, OPT), please turn over*

❍ Off-Campus Employment (CPT/OPT – first time employment)
Please provide copy of I-20 authorization: ❍ Attached ❍ On File

_____
Start date (month/day/year) listed on your I-20 and/or EAD Card

3.) INVITATION LETTER REQUESTS FOR GRADUATION WILL ONLY BE COMPLETED IF YOU HAVE APPLIED FOR GRADUATION.

Invitation Letters are used to verify your current enrollment and immigration status in order to help **immediate family members only** obtain tourist visas for short visits to the US (i.e. to attend graduation). Please provide the following information for all family members planning to travel to the US along with approximate dates of travel and reason below.

Please indicate if each visitor will need a separate letter or if all can be included in one letter.

❍ Individual invitation letters
❍ Combined letter with all visitor information

Date(s) of visit: _____

Reason for visit: _____

VISTOR INFORMATION:

1)_____ _____ _____
Name (Family Name, First Name)---as spelled in passport Relationship to you: Date of Birth (mm/dd/yy)

_____ _____ _____ _____
City of Birth Country of Birth Country of Citizenship Country of Permanent Residence

2)_____ _____ _____
Name (Family Name, First Name)---as spelled in passport Relationship to you:circle one Mother, Father, Sister, Brother Date of Birth (mm/dd/yy)

_____ _____ _____ _____
City of Birth Country of Birth Country of Citizenship Country of Permanent Residence

(Attach separate sheet for additional guests)

❍ **4.) OTHER LETTER**

Please provide information on the type of letter you need from our office and provide any pertinent information (for example: for letters of recommendation, please provide the name, company, and address where letter should be sent when complete, why you need the letter, form, and any important honors/accomplishments/experience that we could highlight).

Do Not Write Below This Space – Comments for OIP Staff ONLY!

_____ Request Completed on _____
_____ Requested More Info on _____

_____ Cannot Complete Request (reason): _____

_____

OIP Comments: