

**Center for International Education
Request for Letter Form**

NOTE:

- You must submit a class schedule verifying full-time enrollment for the current semester.
- If there is any university holds on your record, CIE will not issue the letter(s). Please clear all holds before submitting this request.
- All letters follow a standardized format and will be ready for pick-up within three working days.

Name _____
Family/Last *Given/First* *Middle*

Local Address _____ **Phone (h)** _____
Street *Apt.*

City *State, zip* **(w)** _____

UT ID/SSN _____ **UT e-mail** _____

Please check each appropriate box:

- Male Female F-1 J-1 Graduate Undergraduate

Purpose of Letter: (Please check one or all that applies)

- Certification of enrollment for current semester.
 Certification of enrollment for previous semester(s). List the semester(s) requested:
Semester(s) _____ Year(s) _____
(You must submit a transcript if requesting this type of letter.)

- Currency exchange
 Estimate of expenses. Please check the following:
Tuition expenses: Annual Semester
Living expenses: Single student Student with _____ dependent(s)

- Invitation for family to visit. *Please see reverse side for additional information.*
 Passport extension
 Social Security
 Other (Specify)

Student Signature _____

Date _____

For CIE Use Only
Holds: <input type="checkbox"/> Yes <input type="checkbox"/> No

Date Cleared

Enrollment: Full-time <input type="checkbox"/> Yes <input type="checkbox"/> No
Notes

Completed by

Date

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The following information is required for each immediate family member whom you intend to invite to the United States. Please print legibly and neatly.

Name _____
Family/Last *Given/First* *Middle*

Relationship to you (*mother, father, brother, sister*) _____

Date of Birth _____
(mm/dd/yy)

City of Birth _____ Country of Birth _____

Approximate date of arrival: _____
(mm/dd/yy)

Name _____
Family/Last *Given/First* *Middle*

Relationship to you (*mother, father, brother, sister*) _____

Date of Birth _____
(mm/dd/yy)

City of Birth _____ Country of Birth _____

Approximate date of arrival: _____
(mm/dd/yy)

Name _____
Family/Last *Given/First* *Middle*

Relationship to you (*mother, father, brother, sister*) _____

Date of Birth _____
(mm/dd/yy)

City of Birth _____ Country of Birth _____

Approximate date of arrival: _____
(mm/dd/yy)

Name _____
Family/Last *Given/First* *Middle*

Relationship to you (*mother, father, brother, sister*) _____

Date of Birth _____
(mm/dd/yy)

City of Birth _____ Country of Birth _____

Approximate date of arrival: _____
(mm/dd/yy)