International Student Letter Request

Section A: To be completed by the student:

Name as in Passport (Surname/Last, Given Name):	Student ID Number:	Date of Birth (mm/dd/year):
Email Address:	**Level of Education:** ❐ Bachelor's ❐ Master's ❐ PhD ❐ Law ❐ Certificate	**College:** ❐ Liberal Arts/Social Sciences ❐ Business ❐ Engineering ❐ Science ❐ Urban Affairs ❐ Law ❐ School of Nursing ❐ Education/Health Services

Section B: I am requesting a letter for:

❐ Confirmation of Academic Expenses	❐ Verification of OPT Status	❐ Notary Services

Other types of Letters: Please make an appointment with your immigration adviser to discuss the letter request.

- Ms. Wendi Kramer (w.l.kramer@csuohio.edu) – College of Engineering
- Ms. Mary Brown (m.k.brown@csuohio.edu) – College of Business
- Mrs. Regina Motiejunas-McCarthy (r.motiejunas@csuohio.edu) - Colleges of Liberal Arts/Social Sciences, Education/Human Services, Law, Sciences/Health Professionals, Urban Affairs, and School of Nursing

Guidelines for Letters Requests:

The Center for International Services and Programs no longer issues letters for enrollment verification or for inviting family members for commencement. Please follow the instructions below for these letters:

To Request Letters for Sponsored Students- Please go to the Sponsored Student Letter Request website for a downloadable form http://www.csuohio.edu/international/sponsored-student-letter-requests

To Request an Enrollment Certification/Registration Letter - Includes current semester or next semester's enrollment/registration, letters for insurance companies or scholarships. Please contact Campus 411 All-in-One in MC 116 or download the form https://www.csuohio.edu/sites/default/files/media/registrar/documents/enrollCert.pdf

To Invite Family Members for Commencement- If you wish to invite a member of your family to visit to the United States, for your graduation, please go to the following the link: https://www.csuohio.edu/international/inviting-foreign-guests-for-commencement-or-family-visit and follow the steps located there.

Revised: 5/12/2014 RM-M