

## **International Student Letter Request**

I am requesting a letter for:		
☐ Confirmation of Academic Expenses ☐ Verification of OPT Status		
☐ F1 student ☐ J1 Student	CSU	ID:
Name:		
Last	First	Middle
Phone: () Area code number Graduate Gundergrad	Email address:	@
College:   Liberal Arts/Social Science   Business   Engineering   School of Nursing   Education/Health Services   Science   Urban   Law		
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 ( <u>r.motiejunas@csuohio.edu</u> ) - 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 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 <a href="https://www.csuohio.edu/sites/default/files/media/registrar/documents/enrollCert.pdf">https://www.csuohio.edu/sites/default/files/media/registrar/documents/enrollCert.pdf</a>

**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: <a href="https://www.csuohio.edu/international/inviting-foreign-guests-for-commencement-or-family-visit">https://www.csuohio.edu/international/inviting-foreign-guests-for-commencement-or-family-visit</a> and follow the steps located there.

Revised: 3/13/2014 RM-M