

International Student Letter Request

I am requesting a letter for:

Confirmation of Academic Expenses Verification of OPT Status Notary Services

F1 student J1 Student Graduate Undergraduate CSU ID: _____

Name: _____
Last First Middle

Phone: (____) _____ Email address: _____@_____
Area code number

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 (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 SACM- Please go to the SACM Letter Request website for a downloadable form
<http://www.csuohio.edu/international/sacm-letter-request-form>

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.