

# REQUEST FOR LETTER

Your letter will be ready in 5 – 8 business days. You will receive an email at your SU email when your letter is ready. **Thank You!**

MAJOR:	CURRENT CLASS STANDING: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate		
FIRST TERM AT SU:	EXPECTED TERM OF COMPLETION:		
SEATTLE U ID:	LAST NAME:	FIRST NAME:	
EMAIL:	SEVIS NUMBER:		
ADDRESS:			

**Make sure to update your information on SU Online**

## PURPOSE OF THE LETTER:

F-1 visa renewal

ADDRESS OF EMBASSY/CONSULATE:	CITY:	COUNTRY:
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Social Security Number for:

OPT  On campus job at (department) \_\_\_\_\_

Also bring an offer letter from your supervisor containing **start date**, **supervisor name**, **number of hours**, and **your role**.

Residence ID/Driver's License

STATE:	To issue you a letter, your <b>mailing address has to match the state</b> in which you are getting your license.
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Invitation letter for Graduation Ceremony:

ADDRESS OF EMBASSY/CONSULATE:	CITY:	COUNTRY:
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HOW MANY LETTERS DO YOU NEED? \_\_\_\_\_ REASON? \_\_\_\_\_

1. LAST NAME:	FIRST NAME:	RELATIONSHIP:	BIRTHDATE:
2. LAST NAME:	FIRST NAME:	RELATIONSHIP:	BIRTHDATE:
3. LAST NAME:	FIRST NAME:	RELATIONSHIP:	BIRTHDATE:

Other: \_\_\_\_\_

Student's Signature:

Date submitted:

Received by: