



Family Name (Last Name)

Given Name (First Name)

Date of request

Student ID number

E-mail address

Phone Number

RETURN OF DOCUMENT REQUESTED – PLEASE CHECK ONE:

- In-office pick up the document(s) requested.
o Travel Signature available after 1 p.m. next business day from date of request. No exceptions.
o DS-2019 Reprint available after 1 p.m. one week from date of request. No exceptions.
o Letter(s) available after 1 p.m. 3 business days from date of request. No exceptions.
Mail the document(s) via normal United States Postal Service (free but no tracking). Please verify your HOME address in Campus Connect and allow 1-2 weeks for delivery.
Ship document(s) via eShip Global: DHL, UPS or FedEx (cost includes tracking). Students are responsible for the shipping charges. (Please use instructions provided by ISS and visit http://study.eshipglobal.com).

LETTER(S) REQUESTED

- Letter to verify J-1 student status
Letter to open a bank account
Letter to obtain a social security number (after you already obtained written work authorization from ISS)
Letter to assist in renting an apartment – for financial verification and/or reference purposes only
Graduation Invitation Letter- for inviting friends and family to attend graduation ceremony (see p.2)

TRAVEL SIGNATURE REQUESTED

- Signature on SEVIS DS-2019 form needed for international travel.
Attach most recent (original) DS-2019 form to this request reform.
List Date of Departure : _____

DS-2019 REPRINT: Please note this is only to replace lost forms or to make changes to your current immigration school documents. Reason for reprint – please check one:

- Lost
Damaged
Stolen
Other: _____

OTHER REQUESTS – ISS advisor will notify student upon review

- _____

GRADUATION INVITATION LETTER(S) REQUESTED

To receive an invitation letter for graduation complete the first part of this request and provide one of the following:

- BOTTOM PORTION COMPLETED BY ACADEMIC ADVISOR
- COPY OF A DIPLOMA
- LETTER CONFIRMING GRADUATION
- APPLIED FOR POST-COMPLETION OPT

Please indicate if each visitor will need a separate letter or if all can be included in one letter.

- Individual invitation letters
- Combined letter with all visitor information

VISTOR INFORMATION (Please print clearly. For additional guests please attach a separate sheet to this request):

Family Name	First Name	Relationship
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Family Name	First Name	Relationship
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Family Name	First Name	Relationship
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Family Name	First Name	Relationship
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*******Instructions for Academic Advisor*******

The student named above has indicated that he/she will be completing degree requirements and graduating shortly. In order to provide this student with an invitation letter for graduation, we request the following information from you:

Date of Program Completion: _____

Please check as appropriate:

- Student applied for degree conferral and will able to participate in commencement ceremony 2015

Signature of Academic Advisor	Name (print)	Date
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Please note that your document request cannot be processed without this information and necessary documentation.