



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.
- Travel Signature available after 1 p.m. next business day from date of request. No exceptions.
- DS-2019 Reprint available after 1 p.m. one week from date of request. No exceptions.
- 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.