

FORM INFORMATION

This form is to be used by international students to request various letters from the Office of International Education and Global Engagement and ensure that all information is provided to issue the appropriate letter.

STUDENT INFORMATION

NAME: _____ KU ID: _____

DEGREE LEVEL AT KU: UNDERGRADUATE GRADUATE NON-DEGREE (EXCHANGE) NON-DEGREE (VISITING)

VISA TYPE: F-1 J-1 Other: _____

WHAT TYPE OF LETTER ARE YOU REQUESTING?

GRADUATION INVITATION LETTER: For helping family and friends apply for a tourism B-2 visa to attend graduation.

- Must upload proof of graduation term (Ex. Copy of Degree Audit, Copy of Graduation Application, etc.)
- Must upload the names of individuals being invited, their relationship to you, and a copy of their passport.

ITIN SUPPORT LETTER: For requesting an Individual Taxpayer Identification Number (ITIN) for U.S. tax purposes.

ENROLLMENT VERIFICATION: For applying for a Social Security Number (SSN) to work.

- Must upload a copy of your job/employment offer letter or employment verification letter.

ENROLLMENT VERIFICATION: For requesting a Social Security denial letter, which is used to apply for a driver's license.

ENROLLMENT VERIFICATION: For providing to an external organization.

SACM ENROLLMENT VERIFICATION: For providing SACM a report of your enrollment status.

SACM TRANSFER CREDIT: For providing SACM a report of your transfer credit and estimated graduation timeframe.

TUITION COSTS VERIFICATION: For providing an external organization.

OTHER; Purpose:

ADDITIONAL INFORMATION

(OTHER, EXTERNAL, & SACM LETTERS) WHAT INFORMATION MUST BE INCLUDED IN THE LETTER?

Attach
Support
Documents

CERTIFICATION

By signing below, you confirm that everything you have provided on this form is accurate and true to the best of your knowledge. I understand that it may take up to 10 days to respond to this request.

SIGNATURE & DATE: _____