STUDENT LETTERS Request Form
University Center for International Education

FIRST NAME: 
LAST NAME: 
UID#: 
PHONE NUMBER: 
WSU EMAIL: 

Please allow up to five (5) business days for processing.

Type of Letter requesting: (check box)

☐ General Student Certification Letter
- confirming active status as a WSU student

☐ Tuition Student Certification Letter
- confirming active status and annual tuition costs

☐ Transient Student Certification Letter to attend
(name of school): ________________________________
For (TERM): ________________________________
[Transient Students MUST fill out RCL form IF you will be taking less than full time classes at Wright State]

☐ Bank Letter- if requested to open an account

☐ Driver’s License Letter

☐ Social Security Letter – LEAP STUDENTS ONLY-confirming NOT eligible for SSN application

☐ Family Visit Invitation Letter

☐ Graduation Invitation Letter
MUST attach proof of graduation

Date of Birth: (M/D/Y)  Gender: (check)  VISA TYPE: (check)  Current Level of Study: (check)

☐ Female  ☐ F-1  ☐ LEAP (ESL)
☐ Male  ☐ J-1 student  ☐ UNDERGRAD
☐ J-1 scholar  ☐ MASTERS
☐ other: ______________  ☐ PhD

Major/Program of Study:  Expected term you will complete studies/program:

Start and End Date listed on WSU SEVIS I-20: (line 5)

Are you on OPT?  OPT employment authorization dates:

☐ Yes  (start date - end date)
☐ No

Number of credit hours registered for current term:  If you are pre-registered for next term, indicate number of credit hours registered for future term:

ADDITIONAL INFORMATION/SPECIAL REQUESTS:

____________________________________________________________

☐ Notary Stamp (will add two days to processing time)

Signature: ________________________________  Date: ________________________________