



Center for International Education
International Student & Scholar Services (ISSS)
3800 Victory Parkway
Cincinnati, OH 45207-2171 U.S.A
Phone: +1 (513) 745-2864
Fax: +1 (513) 745-2876
www.xavier.edu/international

REQUEST FOR OFFICIAL LETTER & SIGNATURE

First Name: _____

Family Name: _____

Student ID: _____

Please check below. I am an (a)...

E-mail: _____

Intensive English Program (IEP) student

Exchange or BSMP student

Undergraduate student

Graduate student

International Scholar

Phone: _____

Address: _____

Type of Letter(s) Requested:

- Enrollment Verification Letter
- CADIVI Requests: Please submit any necessary letters and documents for signatures.
- Driver's License Authorization Letter
- State I.D. Authorization Letter
- Social Security Authorization Letter
- Visa Support Letter for Self
- Visa Support Letter for Family: Please complete the following information below.

Type of Visa Being Used: _____ (i.e. F-2, B-1, etc.) (Leave blank if unknown)

Reason for Visit: _____ (i.e. Graduation, etc.)

Family Information:

- Name of Relative (as it appears on their passport): _____
- Relationship to Student: _____

- Name of Relative (as it appears on their passport): _____
- Relationship to Student: _____

Other: _____

Student's Signature: _____

Date: _____ (MM/DD/YYYY)

Intake:

Received by: _____

Date: _____

- **Take in request and tell student/scholar this request may take up to 3 business days.**
- **Tell student/scholar that they will be emailed once the request is completed.**
- **Mark the request on the CIE Stats page for the "Intake Date" above.**
- **Place into INTAKE bin if you are not ready to assign this request.**

- **Pull the File.**
- **Clip Request onto the top of the File.**
- **Assign to Appropriate staff :**

ISSS Staff:

Check for Fulltime Enrollment in Sunapsis

Check Address in Sunapsis

Check for Holds in Sunapsis

Look over student's Unofficial Transcript: Check for Fulltime Enrollment & Maintenance of Status.

If everything looks good, write support letter or provide signature.

Dispatch:

- **Upload a copy of the letter to the student's Sunapsis record in the Document Management tab.**
- **Staple the Request together and place it into the file.**
- **Email the student/scholar that their request is completed. If there are any products for them to pick up, please let them know it's ready for them to pick up at the front desk during our office hours.**
- **Place any documents or letters in the file cabinet at the front desk for pick up.**
- **File the folder.**

Notes: