



LETTER REQUEST FORM

SECTION 1: STUDENT INFORMATION

Instructions: Submit this form to international@kutztown.edu. Allow **3 business days** for issuing the letter. You will be emailed a copy of the letter or be notified when a physical copy of the letter is ready to be picked up.

First (Given) Name: _____ Last (Family) Name: _____

Student ID: _____ What date do you need your letter: _____

What kind of letter are you requesting?

- Enrollment Verification Letter - General
- Enrollment Verification Letter - Social Security Number (SSN) Requests
- Enrollment Verification Letter - Driver's License
- Enrollment Verification Letter - SACM
- Letter of Invitation for Graduation (for a B1/B2 Visa) – Have you registered for graduation? Yes No
- Other

SECTION 2: REQUEST DETAILS

Invitation Letters: Provide the full names, passport numbers, and relationships for all persons that should be included on the invitation letter. (Example: Jane Doe, Passport Number 123, Mother)

Other Miscellaneous / SACM Letters: What specific information are you requesting to be in your letter? Be as detailed as possible.

Provide Additional Details Below: