

**Letter Request Form**  
**(Form must be 100% complete to be processed)**

Today's Date: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

RWU ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Major: \_\_\_\_\_

U.S. Address: \_\_\_\_\_ City and State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Tel #: \_\_\_\_\_ Email: \_\_\_\_\_

Please check off (✓) what type of letter you need below:

\_\_\_\_ DMV (driver's license, register car, etc.)

\_\_\_\_ Social Security Number (SSN#)/Employment

\_\_\_\_ F-1 Visa Renewal

\_\_\_\_ F-1 Renewal for OPT

\_\_\_\_ SACM Letter

\_\_\_\_ CADIVI

\_\_\_\_ Please check here if you are applying for another visa

Type of Visa: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

Country: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Location of Consulate where applying:

\_\_\_\_\_

\_\_\_\_ Please check here if you are requesting another letter type

Explain: \_\_\_\_\_

**YOU WILL RECIEVE AN EMAIL ONCE THE LETTER IS READY TO BE PICKED UP.**  
**PLEASE ALLOW AT LEAST 3-5 BUSINESS DAYS**

Advisor Use Only:

Datatel : Full time/RCL \_\_\_\_\_ Degree \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

SERVIS: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

