### Certification / Travel Letter Request Form

Please complete all spaces in the section(s) required for your desired certification and/or travel letter. The processing of your request will take 5-10 BUSINESS DAYS and will not be processed if you have registration or business office holds. The OISS will contact you via e-mail when your letter is ready for pick-up in the Advising & Resource Center (ARC). Kindly refrain from calling staff about the status of your letter before the 10 day processing is over, as your request is being processed in the order in which it was received. Thank you.

*PLEASE COMPLETE PART I or PART II (for travel only.)– or both if needed.*

## TO BE COMPLETED BY THE STUDENT

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Today’s Date: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last First Middle</td>
<td></td>
</tr>
<tr>
<td>SEVIS #_________________________</td>
<td>Student I.D.#__________________</td>
</tr>
<tr>
<td>Regent E-Mail:___________________</td>
<td>Major:______________________</td>
</tr>
<tr>
<td>Current Address:_________________</td>
<td>Local Phone#:_______________</td>
</tr>
</tbody>
</table>

### I. FOR GENERAL ENROLLMENT or TUITION CERTIFICATION LETTER:

- [ ] General Enrollment Verification:  
  - [ ] Current Semester  
  - [ ] Academic Year  
  - [ ] Academic Year + Summer  
  - [ ] Other  
  Anticipated Graduation Date: ________________

- [ ] Tuition & Living Expenses:  
  - [ ] Current Semester  
  - [ ] Academic Year  
  - [ ] Academic Year + Summer  
  - [ ] Other  
  Anticipated Graduation Date: ________________

  Tuition:  
  - [ ] annual estimate  
  - [ ] semester estimate  
  - [ ] exact tuition for ________ semester  
  - [ ] exact tuition for ________ year  

  Living Expenses:  
  - [ ] single student  
  - [ ] student with _____ dependents

Additional information to be added (please write on reverse of this form.): ___ see reverse.

- [ ] II. FOR TRAVEL LETTER ONLY (Port of Entry / Embassy):

  Date of Departure: __________________ Date of Return: __________________
  Reason for Travel: __________________
  Country(ies) visiting: __________________
  - [ ] Will you be absent from classes: yes no  
  - [ ] Applying for new VISA? yes no

  Signature: __________________ Date: ________________

### OISS USE ONLY:

- [ ] Approved until _____/____/____  
- [ ] Denied – see file. Initials: ______________ Date: ______________

Student Pick-Up: Student Signature: __________________ Date: _____/____/____  
OISS Initials: ______________  
07/04-jrn