

International Student Services Letter Request Form:

_____ **Name:** _____
CCS Student ID Number First (given name), last (surname)

Date requested: _____
Day, Month, Year *Please allow 48 hours for your letter to be issued.

What type of letter would you like (please circle)?

Digital Physical Both

ACADEMIC:

___ Enrollment Verification for the following term\ s _____
___ Leave of Absence Letter for the following term\ s _____

FINANCIAL:

___ Cost of Attendance at CCS for the following term\ s _____

WORK:

___ Social Security Support Letter (*attached a job offer letter from your CCS on-campus employer*) or for CPT/OPT – *your Off-campus job offer letter/s*)

DRIVING:

___ Driver's License Support Letter. Do you have a SSN yet? YES – or – NO
___ Social Security Number (Denial of SSN support letter for Driver's License).

VISA RELATED:

___ Family Visa invitation letter (see reverse side of form).
___ Travel Support letter for travel NOT during regular college breaks
___ Other Immigration related letter (see below):

Please describe:

For family Visa invitation letter:

Please give us the name of the person\ s you are inviting and for what occasion:

Date of visit _____
Day, Month, Year

Purpose:

#1 Name:

Relationship to you: _____

Date of birth: _____
Day, Month, Year

Country of birth: _____

Citizenship: _____

#2 Name:

Relationship to you: _____

Date of birth: _____
Day, Month, Year

Country of birth: _____

Citizenship: _____

International Student Services
The College for Creative Studies
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313.664.7428