



Millersville University

OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES

LETTER REQUEST FORM

This form is for Millersville University international students with F-1 or J-1 status. Complete this form and submit it at the Office of International Programs and Services (IPS) to request a letter confirmation for your enrollment.

Please allow one week for processing.

First Name, Middle Initial		Last Name		Millersville Email	
Date of Birth (mm-dd-yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		M Number		Telephone
Current Address					
Country of Citizenship			College/School of Enrollment		
Major/Field			Select one <input type="checkbox"/> ELI <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		
Have you or will you enroll in the upcoming term at Millersville University?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Check all that apply. Enrollment information will be included in all 4 letter formats.					
<input type="checkbox"/> Visa Renewal Letter		Consulate/Embassy location (city and country): _____			
<input type="checkbox"/> Enrollment Letter		Number of copies needed: _____			
<input type="checkbox"/> Employment/Social Security Letter					
<input type="checkbox"/> Guest Student Letter (spring, summer term only)					
Guest student dates: Begin (mm/dd/yyyy): _____			End (mm/dd/yyyy): _____		
Institution you plan to attend: _____					

CHECKLIST OF REQUIRED DOCUMENTS

Attach a copy of your latest I-20 (pg. 1 & 2) or DS-2019 (if you are on a J-1 visa, your DS-2019 must read Millersville University).

READ THE STATEMENT BELOW AND SIGN

- I hereby certify that all the information above is true and accurate.
- I understand that I must be in valid immigration status to receive an enrollment letter and may be required to provide additional information and/or documentation if deemed necessary by the Office of International Programs and Services.
- I agree to all conditions stated above and I understand that my letter will not be signed if all conditions are not met.

Signature: _____

Date: _____