



Letter Request

SECTION I -- TO BE COMPLETED BY THE STUDENT

Last Name: _____ First Name: _____
 Student ID #: _____ Phone #: _____ SEVIS #: _____

(It is on your I-20 and starts with N00.)

Choose one:

- I would like to pick up my letter after three business days at ISS - FOC 10, 105.
 I would like to pick up my letter(s) after five business days at South Campus - Student Services Front Counter by showing my ID.
 I would like to have my letter(s) mailed directly to me at:

_____ Address City State Zip Code

Please indicate the type of letter(s) you are requesting:

Enrollment Verification

This letter will not include specific classes or grades. This letter will include your:

- Quarters of attendance at MCC
- Current enrollment –full/part time or not enrolled
- Degrees/Certificates earned and date
- Program - Academic major or ESL
- Academic standing
- SEVIS record status and if you are on OPT

Please provide the name of the person, organization, or school and complete address ISS should address the letter to:

_____ Name Address City State Zip Code

Letter to Invite Family/Friends

Name of the person exactly as it appears on the passport _____

Gender of the person _____ Relationship to you _____

Is the invitation for graduation or a general visit? _____ When? _____

Please provide the complete address of the embassy/consulate that the person will go to. ISS will include it in the letter to make it more professional. You may look up the information through a search engine.

Name of the person (exactly as it appears on the passport) _____

Gender of the person _____ Relationship to you _____

Is the invitation for graduation or a general visit? _____ When? _____

Embassy/Consulate address: _____

Letter to Enroll at Another Institution as an MCC F-1 Student and Not Transfer

Name of the institution _____

Which class(es) do you want to take? _____

What are the start and end dates of the course? _____

Have you determined if the class(es) will transfer back to MCC? _____

How many credits will you take at MCC during this time? _____

If you are combining credits at the other institution with your MCC credits to be full time, then you need to complete the Concurrent Enrollment form that is available from ISS. If you have at least 12 credit hours at MCC, then you do not need to complete the Concurrent Enrollment form.

Letter for Social Security Administration – For details, see

<https://mccneb.edu/Prospective-Students/Resources/International/Student-Information/Social-Security-Number.aspx>.

Signature: _____ Date: _____

SECTION II – TO BE COMPLETED BY THE ISS P/DSO STAFF

P/DSO Initials & Date: _____ Comments: _____

Update contact info in SEVIS & Colleague, if needed

Compose the letter(s) and make a copy of the letter(s)

Note in STRK – letter type/addressed to/brief details

Contact the student when the letter(s) is/are done

Scan and file