



**REQUEST FOR OFFICIAL LETTER**

Name: \_\_\_\_\_ Student I.D.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Letter(s) Requested:

- Driver's License or State I.D. Card Authorization Letter
- Social Security Authorization Letter
- Visa Renewal Support Letter
- Letter of Enrollment
- Family Invitation Letter
  - o Reason for Visit: \_\_\_\_\_ (i.e. Graduation, etc.)
  - o Family Information:
    - f* Name of Relative (as it appears on their passport): \_\_\_\_\_
    - f* Relationship to Student: \_\_\_\_\_
    - f* Name of Relative (as it appears on their passport): \_\_\_\_\_
    - f* Relationship to Student: \_\_\_\_\_
- Other: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YYYY)

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**FOR MCGEE OFFICE USE ONLY**

Request:  Approved  Denied

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_