

OIS Request Form

Today's Date: _____
MM/DD/YYYY

Park Student ID #: _____

Please **circle** all that apply: Undergraduate Graduate Government Sponsored (ie: SACM, MOI, etc...)

Last/Family Name: _____ First/Given Name: _____

Phone: () — Email: _____ @ _____

<u>Letter Request</u>	<u>SEVIS Request</u>
<input type="checkbox"/> <u>Verification of Full-Time Enrollment</u>	<input type="checkbox"/> <u>I-20 Travel Endorsement</u> (Attach your I-20 to this request form)
<input type="checkbox"/> <u>Driver's License/State ID</u> ➤ Do you have a Social Security Number? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <u>Transfer-Out</u> (Attach a copy of your Acceptance Letter and your new school's Transfer-In Form to this request form)
<input type="checkbox"/> <u>Social Security Number</u> (Attach a copy of your Job Offer Letter to this request form)	<input type="checkbox"/> <u>Change of Visa Status</u> (Attach your completed I-539 and all required documents to this request form)
<input type="checkbox"/> <u>Invitation</u> (Write the 1 .full name, 2 .date of birth, & 3 .relationship to you [if 'friend', please also write the gender {male or female}] of each person in the blank lines below – if the letters are for Graduation, please also write in your graduation date.)	<div style="text-align: center;"><u>Other Request</u></div> <input type="checkbox"/> <u>Write-in your request:</u>
➤ Use the lines below for additional comments (ie: names, dates of birth, & relationships for <i>Invitation Letters</i> , etc...):	

- Please note:**
- All requests may take up to 2 business days to process.
 - You will receive an email when your request is complete & your documents are ready for pick-up.
 - You will need to present a photo ID in order to pick up your documents.

This Section for OIS Office Use Only

SEVIS ID: N00 _____

Face-to-Face: _____ Online: _____ Current **Total** Enrollment: _____ cr hrs

➤ **Initial and date the lines below for each action you complete**

Letter Printed: _____ DSO Who Completed Request: _____

Signed Letter SCANNED to international@park.edu for FileNet Add: _____

Student Notified: _____ Email Saved to Student Record: _____

Date Stamp and Initial in the box below

➤ **Take this form to Scanning when completed**