

QC INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

LETTER REQUEST FORM: All requests will be processed within 5 working days.

For Office Use Only:  
Pickup Date: \_\_\_\_\_  
Mail Date: \_\_\_\_\_

Date: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Undergraduate Graduate Other \_\_\_\_\_

Mr. Mrs. Ms. \_\_\_\_\_  
First Name Middle Name Last Name

Address: \_\_\_\_\_  
Street Apt #  
City State Zip

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

Date of your first semester at Queens College: Fall Spring 20\_\_\_\_

Date of your most recent attendance at Queens College: Fall Spring 20\_\_\_\_

Major: \_\_\_\_\_ Expected Date of QC Graduation: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Sevis Number: \_\_\_\_\_

Please indicate your request below, fill in necessary information and attach any related documents:

- Letter Stating Full-Time Status Only.
- Letter Stating Tuition, Living Expenses and Full Time Status.
- Letter Inviting Family to the United States. (Letter is not needed for spouse/children on F-2 or J-2 Visas.)
- Letter Inviting Family to the United States to attend the Graduation Ceremony.

First Name Middle Name Last Name Relationship

First Name Middle Name Last Name Relationship

First Name Middle Name Last Name Relationship

First Name Middle Name Last Name Relationship

Other Request(s): \_\_\_\_\_