

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: _____

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Request(s): _____

