

### Letter Request Form

**You can use this form to request a specific type of letter that may be needed. Please complete and attach documents (as required) and return this form to the International Center.**

**You will be notified by e-mail when the letter is ready.**

Student ID #: \_\_\_\_\_

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

Name: \_\_\_\_\_  
Last First

Current Visa Status (F-1, J-1, etc.): \_\_\_\_\_

Start Term at UA: \_\_\_\_\_

Degree Level (circle one):      Doctorate      Masters      Bachelors      Associates      ELI

Degree Program (Major): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Your Current U.S. Address: \_\_\_\_\_

**Type of Letter Requested (mark all that apply):**

\_\_\_\_\_ Social Security Administration Letter (*attach copy of employment letter*).

\_\_\_\_\_ Other (*Please specify letter needed*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please note: Enrollment verification letters can be requested through MyAkron and will be completed by the University Registrar Office. Graduation candidacy letters can be requested by contacting the University Registrar office at [graduation@uakron.edu](mailto:graduation@uakron.edu). Please use your University of Akron student email account to submit the request and remember to indicate on the email that you are requesting a graduation candidacy letter.)*

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**Student Signature**

**Date**