



## International Student Office Request for Verification Letter



Requests for Verification Letters must be filled out completely. **Letters will be ready after three working days of the date of the initial request.**

*Verification letters cannot be written for students who are out of status and have not gone through reinstatement or to those who have delinquent tuition accounts. Verification letters can be written ONLY for current and past enrollment.*

*Please fill this box in completely to ensure correct processing. Please print.*

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Phone number: \_\_\_\_\_ First semester at COD/IEA: \_\_\_\_\_

I was a former student at the IEA?  Yes  No

My current major is: \_\_\_\_\_

This major should be listed on my verification letter?  Yes  No

Student Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Your letter will be ready in 3 working days of this request.**

**I am requesting the following type of letter (*please check one*):**

- F-1 Visa Renewal
- Verification of enrollment for the current semester: Semester: \_\_\_\_\_ # Units Enrolled: \_\_\_\_\_
- Verification of enrollment for the year: Year: \_\_\_\_\_ # Units Enrolled: \_\_\_\_\_
- Verification of enrollment and tuition expenses for the semester: Semester: \_\_\_\_\_ # Units Enrolled: \_\_\_\_\_
- Verification of enrollment and tuition expenses for the year: Year: \_\_\_\_\_ # Units Enrolled: \_\_\_\_\_
- Verification of on campus employment (*student must submit a "Notification of Hire" form completed by the employer*)
- Other: \_\_\_\_\_

**This letter should be addressed to:** \_\_\_\_\_

***Your letter will be ready in three working days.  
Completed letters will be in the "Student Pick-Up Box" when ready.***