

REQUEST FOR OFFICIAL LETTER

Name: _____ Student I.D.: _____

E-mail: _____ Phone: _____

Type of Letter(s) Requested:

- Driver's License or State I.D. Card Authorization Letter
- Social Security Authorization Letter
- Visa Renewal Support Letter
- Letter of Enrollment
- Family Invitation Letter
 - o Reason for Visit: _____ (i.e. Graduation, etc.)
 - o Family Information:
 - f* Name of Relative (as it appears on their passport): _____
 - f* Relationship to Student: _____
 - f* Name of Relative (as it appears on their passport): _____
 - f* Relationship to Student: _____
- Other: _____

Student's Signature: _____ Date: _____ (MM/DD/YYYY)

FOR MCGEE OFFICE USE ONLY

Request: Approved Denied

Reviewed By: _____

Date: _____