

# International Student Letter Request Form

Center for Global Education and Diversity

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

You will be notified via Wilkes email (unless specified otherwise) when your letter is ready. When your letter is ready, you can pick up at the ISSS Office. **Your letter will take, at least, two to three work days to be completed.**

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

**WIN:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email address (if not Wilkes email):** \_\_\_\_\_

**Your Local Address:** Street and house number: \_\_\_\_\_

Apartment or room number: \_\_\_\_\_

City and zip code: \_\_\_\_\_

**What is your major?** \_\_\_\_\_

**When did you start studying at Wilkes?** Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**When do you expect to graduate:** Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**Are you currently or have you been enrolled in Intensive English Program?**

Yes, currently enrolled       No       I have graduated from the IEP

**What kind of letter do you need?**

To get a **driver's license** or **PA ID**

Request Social Security Number (Mark reason:      Work study/CPT      Clearances      DMV)

To get a financial guarantee for an **on-line course** (SACM) → Course #: \_\_\_\_\_  
Semester Taken: \_\_\_\_\_

**Graduation Invitation** Letter

**Transfer credit** letter (SACM)

**General status** letter → Purpose: \_\_\_\_\_

**Other letter** → Explain what kind of letter you need and what information needs to be included: \_\_\_\_\_

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**If you are a visiting student to Wilkes and need a letter for SACM please provide:**

Your Current University Name: \_\_\_\_\_

Your Current University ID number: \_\_\_\_\_

Your SACM (SAUDI) ID: \_\_\_\_\_

Class you are taking at Wilkes and semester: \_\_\_\_\_