



**Request for Letter of Verification/Invitation
International Student and Scholar Services**

300 College Park, Rike Center #204
Dayton, OH 45469-1701
Ph: (937) 229-2748 • Fax: (937) 229-2766

Please allow at least three working days for processing. ISSS will notify you **by e-mail** when your letter is ready to be picked up.

PART A: TO BE COMPLETED BY STUDENT

Family Name _____ First Name _____

Student ID _____ Date of Birth _____ SEVIS ID: N00 _____

U.S. Address _____
Street name and number City State Zip Code Phone

Program Start Date _____ Program End Date _____

PART B: PURPOSE OF LETTER

I am requesting this letter because:

- I am inviting my family to visit me
- I am on Optional Practical Training (OPT), OPT start date _____, OPT end date _____
- Other _____

PART C: FOR STUDENTS INVITING GUESTS

F1/J1 students may request ISSS to prepare an invitation letter for use by immediate family members who are applying for a visitor's visa to take to a U.S. Consulate. Immediate family members include your father, mother, brother(s), sister(s), your spouse and your child(ren) only. Complete only if purpose of letter is invitation for guest. Provide all information for each visitor.

Family Name _____ **First Name** _____

Gender: Male Female Relationship _____

Purpose of visit _____

Family Name _____ **First Name** _____

Gender: Male Female Relationship _____

Purpose of visit _____

Family Name _____ **First Name** _____

Gender: Male Female Relationship _____

Purpose of visit _____

For Office Use Only	
Completion Date	



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Ph: (937) 229-2748 • Fax: (937) 229-2766

Family Name _____

First Name _____

Gender: Male Female

Relationship _____

Purpose of visit _____

Family Name _____

First Name _____

Gender: Male Female

Relationship _____

Purpose of visit _____

Family Name _____

First Name _____

Gender: Male Female

Relationship _____

Purpose of visit _____ **Family**

Name _____

First Name _____

Gender: Male Female

Relationship _____

Purpose of visit _____

Family Name _____

First Name _____

Gender: Male Female

Relationship _____

Purpose of visit _____

Family Name _____

First Name _____

Gender: Male Female

Relationship _____

Purpose of visit _____