GENERAL LETTER REQUEST FORM

Today's Date: ____________________________  UWL ID#: ________________________________
(MM/DD/YY)

Student's Name (Family Name, First Name): ____________________________________________

UWL E-mail Address: ______________________________________________________________

Your current immigration status (circle one): F-1  J-1  Gender (circle one)  Male  Female

International Education & Engagement does NOT prepare letters for Enrollment Verification or letters to
obtain a new F-1 VISA. To obtain Enrollment Verification please visit Records and Registration Office in
117 Graff Main Hall or your WINGS account for more information.

In order for International Education & Engagement to prepare a letter for you, you will need to provide the
following information:

Purpose of the letter:  (Print Clearly)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Specific information to be included in the letter:

1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________
5. __________________________________________________________

Please allow at least two weeks for IEE to process your request.