

INTERNATIONAL EDUCATION & ENGAGEMENT (IEE)

1209 Centennial Hall; 1725 State Street

La Crosse, WI 54601 USA

Tel: +1 (608) 785-8016

Fax: +1 (608) 785-8923

www.uwlax.edu/oie/



GENERAL LETTER REQUEST FORM

Today's Date: _____
(MM/DD/YY)

UWL ID#: _____

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.