

QC INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

LETTER REQUEST FORM: All requests will be processed within 5 working days.

For Office Use Only:  
Pickup Date: \_\_\_\_\_  
Mail Date: \_\_\_\_\_

Date: \_\_\_\_\_ I.D. #: \_\_\_\_\_  Undergraduate  Graduate  Other \_\_\_\_\_

Mr.  Mrs.  Ms. \_\_\_\_\_

First Name

Middle Name

LAST NAME

Address: \_\_\_\_\_

Street

Apt #

\_\_\_\_\_

City

State

Zip

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of your first semester at Queens College:  Fall  Spring 20\_\_\_\_

Date of your most recent attendance at Queens College:  Fall  Spring 20\_\_\_\_

Major: \_\_\_\_\_ Expected Date of QC Graduation: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

**Please indicate your request below, fill in necessary information and attach any related documents:**

Letter Stating Full-Time Status Only.

Letter Stating Tuition, Living Expenses and Full Time Status.

Letter Inviting Family to the United States (Letter is not needed for spouse/children on F-2 or J-2 Visas.)

\_\_\_\_\_  
First Name Middle Name LAST NAME Relationship

\_\_\_\_\_  
First Name Middle Name LAST NAME Relationship

\_\_\_\_\_  
First Name Middle Name LAST NAME Relationship

\_\_\_\_\_  
First Name Middle Name LAST NAME Relationship

State Reason for U.S. Visit: \_\_\_\_\_

Other Request(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_