

## **LETTER REQUEST FORM**

Complete this form if you need: a letter confirming your student status, a letter for a Social Security Number or an invitation letter for your family to visit

Please allow 2 weeks or 10 working days for processing. You will be notified by email that your letter is ready.

New students need to be registered for classes before letters can be issued.

Family Name	Personal information:				
What type of letter do you need? Please choose one of the following options below.  A CONFIRMATION LETTER THAT I AM A Ball State Student Why do you need this letter?  A LETTER TO OBTAIN A SOCIAL SECURITY NUMBER FOR GA OR ON-CAMPUS EMPLOYMENT NOTE: THIS LETTER IS ONLY ISSUED AFTER YOUR GREEN WORK PERMISSION FORM HAS BEEN COMPLETELY FILLED OUT OR YOU HAVE A GA CONTRACT LETTER. Have you ever worked on campus before this? Yes No   If YES, please specify the dates (Example: From Jan. 1, 2009 to June 15, 2010)  Ifform to because I have found on-campus employment  PLEASE ATTACH PROOF YOU HAVE A JOB — YOUR GA CONTRACTOR EMPLOYMENT PERMISSION LETTER OR YOUR GREEN WORK PERMISSION FORM FILLED OUT.  AN INVITATION LETTER FOR A FAMILY MEMBER TO VISIT (B-2 VISA)  PLEASE PRINT THEIR NAMES EXACTLY AS THEY ARE PRINTED ON THEIR PASSPORTS.  Person 1: Relationship to you (father, mother, brother, sister, etc.)  Family Member's: Surname Date of Birth Dates of visit: from: (Example: May 1, 2012 to July 1, 2012)  Purpose of Visit  Person 2: Relationship to you (father, mother, brother, sister, etc.)  First Name Middle Name Date of Birth lass on their passport)  Duration of stay: from Letter For Date of Birth (Son their passport)  Duration of stay: from Letter For Letter First Name Date of Birth (Son their passport)  Duration of stay: from Letter First Name Date of Birth (Son their passport)  Duration of stay: from Letter First Name Date of Birth (Son their passport)  Duration of stay: from Letter First Name Date of Birth (Son their passport)  Duration of stay: from Letter First Name Date of Birth (Son their passport)  Duration of stay: from Letter First Name Date of Birth (Son their passport)  Duration of stay: from Letter First Name	Family Name First Name			Middle Name	
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If you want to invite more family members please list them on an additional letter request form.