



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.

Personal information:

Family Name _____ First Name _____ Middle Name _____
BSU Student ID Number xxxxxxxxxxxxxxxxxxxxxxx Major _____
Your Visa Type _____ I-20 or DS 2019 Program Completion Date _____

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)

from _____ to _____

☐ This request is because I am a Graduate Assistant or ☐ 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 _____ First Name _____

Middle Name _____ Date of Birth _____

Dates of visit: from: _____ to: _____ (Example: May 1, 2012 to July 1, 2012)

Purpose of Visit _____

Person 2: Relationship to you (father, mother, brother, sister, etc.) _____

Family Member's: Surname _____ First Name _____

Middle Name _____ Date of Birth (as on their passport) _____

Duration of stay: from _____ to: _____ (Example: May 1, 2012 to July 1, 2012)

Purpose of Visit _____

If you want to invite more family members please list them on an additional letter request form.