

## LETTER REQUEST FORM

Complete the following form and submit by email to [LetterRequests@ufic.ufl.edu](mailto:LetterRequests@ufic.ufl.edu).  
Processing time is **3-5 business days**. You will receive an email when the letter is ready.

Last Name	First Name	UFID
Major	College	Degree Level
Country of Citizenship	Email	Telephone #

- ☐ Verification of Student Status Only (If requesting any other letters, this is included)
- ☐ Expenses letter for Semester: \_\_\_\_\_ # of Credits: \_\_\_\_\_ Raised Seal: ☐ No ☐ Yes
- ☐ Passport Renewal
- ☐ Military Deferment
- ☐ Letter of Invitation (Provide each person's details in the table below.)
- ☐ For my graduation in: Month: \_\_\_\_\_ Year: \_\_\_\_\_
- ☐ To visit me From: \_\_\_\_\_ To: \_\_\_\_\_
- (Exact dates not required; provide the months during which they are planning to visit you.)*

RELATIONSHIP TO YOU	FAMILY NAME	GIVEN NAME	DATE OF BIRTH (MM/DD/YYYY)	CITIZENSHIP

Comments/Requests: