

# LETTER REQUEST FORM

PLEASE PRINT:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

NLC ID#: \_\_\_\_\_ Sex:  Male  Female

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

**ENROLLMENT:** Starting semester at North Lake College \_\_\_\_\_

Number of Credit Hours in the current semester: \_\_\_\_\_

**Reason:**

Visa Application/Renewal  Driver's License  Lost Documents  Travel  Bank

Expenses  Social Security Card  Lost Social Security Card (copy of previous card needed)

Insurance  Other \_\_\_\_\_

**INVITATION:**

*(Invitation letter for graduation must be accompanied by an official letter of graduation obtained from Admissions Office).*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**PLEASE NOTE:** Letters of Invitation are a courtesy of North Lake's International Student Center and will not persuade nor ensure the consulate's decision to issue a visa.

A general invitation letter will be issued for requests of more than 5 invitees. Subsequent requests for the same event will be treated as a request for a general invitation letter. Additional letter requests or revisions to the original letter will be treated like a new request and will require extra processing time.

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Unless otherwise indicated, the letter will be addressed "To Whom It May Concern" and will be released only to student.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_