

INTERNATIONAL STUDENT SERVICES
3000 NW 83rd Street
Building S, Room 310
Gainesville, FL 32606
Phone 352-395-5607/Fax 352-395-4484
international@sfcollge.edu



LETTER REQUEST FORM

Provide detailed information about your request. If you have supporting documents that will support your letter, please add. You can submit this form to the Office of International Student Services (ISS) or email it at international@sfcollge.edu

Full Legal name: _____ SF ID: _____

Step 1: Letter Type

Embassy supporting letter. Please, provide details of what is needed in the letter: _____

USCIS letter of support. Please, provide details of what is needed in the letter: _____

Support letter to appeal or request drop with refund

Term (choose one): Fall Spring Summer Year: _____

Invitation Letter

For my graduation ceremony

For a visit: from _____ to _____

Include your visitor's information (name, birthdate, relationship to you, passport number): _____

Other: _____

Step 2: Delivery Method

I will pick up my letter from International Student Services office

I authorize another person to pick up my letter. Name of person: _____

Please mail my letter to my address in eSantaFe.

Other U.S. address: _____

International address: _____

Letter Requests take approximately three to five business days to be processed. You will be required to show photo I.D. to pick up any letters. All information will be verified in eSantaFe and letters will only reflect your current information in eSantaFe.

Student's Signature: _____ Date: _____

For payment verification, see the Cashier's Office in Building F. You can request your official transcripts from the Records Office in R-112.