Office of International Programs Request Form

Allow two days for pick up.

Last/Family Name _______________________________ First/Given Name ___________________________ SamID# ____________

Email _____________________________ Phone # ___________________________ Today’s Date ____________

◆ I-20 ISSUES

☐ I-20 travel signature

☐ Replace lost I-20

☐ I-20 ISSUES

☐ PP EXP: VISA EXP: UG (F/T) / GR (F/T)

◆ PROOF OF INTERNATIONAL STUDENT ENROLLMENT

☐ Visa Renewal Letter

☐ Proof-of-Enrollment Letter – General (this letter is for the purpose of submission to sponsors or government officials in your home country among others)

☐ Proof-of-Enrollment Letter – Social Security for On-campus Employment:
The Social Security Office requires two letters when you apply for a Social Security number:

1) A job offer letter from your immediate supervisor. Your hiring office or department may contact the Office of International Programs at (936) 294-4737 or oip@shsu.edu to request more details.

2) A proof-of-enrollment letter from our office, which you request by submitting this form along with your job offer letter.

☐ Proof-of-Enrollment Letter – including documentation of tuition, fees, and living expenses

☐ Venezuela

☐ Other: __________________________________________

◆ APPROVAL OF CONCURRENT ENROLLMENT AT ANOTHER SCHOOL

For the FALL or SPRING semesters only. For the SUMMER, see “Transient Enrollment” below. The following forms are required by the Office of International Programs for concurrent enrollment if you plan to take less than a full course load at SHSU:

1) This Request Form.

2) A Concurrent Enrollment Form signed by your department

3) A Reduced Course Load Form signed by you, not your department

☐ Concurrent Enrollment Approval Letter

School name ________________________________ Semester: ☐ Fall ☐ Spring Year: 20 __________

◆ VISITOR INVITATION LETTERS (Please complete the chart below for all visitors.

☐ Visitor Invitation for graduation ☐ Visitor Invitation for general purposes

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<th>Visitor’s Last/Family Name</th>
<th>Visitor’s First/Given Name</th>
<th>Visitor’s Relation to You</th>
<th>Visitor’s Gender (M/F)</th>
<th>Visitor’s Date of Birth</th>
<th>Visitor’s Country of Birth</th>
<th>Visitor’s Country of Citizenship</th>
<th>Visitor’s Passport #</th>
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Visitor Invitation for graduation ________________ Graduation Date: ________________

Visitor Invitation for general purposes