



The International Center of Winthrop University

Letter Request Form

Letter Request Forms should be completed and returned to the International Center, 206 Tillman Hall. The requested letter will be available for pick-up from the International Center two business days after your request is submitted. The International Center will notify you by email when your letter is completed and ready for pick up.

In order for the International Center to issue a letter for you, you must have a valid I-20 or DS-2019 and be enrolled in a full time course of study in a degree seeking program at Winthrop University. If you request a letter for the DMV, you will need to provide either a social security card or a letter from the Social Security Administration stating you are not eligible for a social security card. If you request a letter for the Social Security Administration, you will need to provide a job offer letter from an office here at Winthrop University.

Please indicate the type of letter requested (check one):

- Letter for the DMV (for driver's license) Letter of invitation for family members
- Letter for the Social Security Office Other: _____

To be completed by the student:

A. Family Information

Family Name: _____ Given Name: _____
Date of Birth: _____ Expected Graduation Date: _____
Current Local Address: _____
Telephone Number: _____ Email Address: _____

B. Information about your relative(s):

If the letter is for family members to visit, please provide the relevant information below. It would be very helpful if you could email your families information to international@winthrop.edu.

Name:
Relation to you:
Country of Birth:
City of Birth:
Date of Birth:
Passport Number:
Date of Passport:
Address in Home Country:

If you have any questions please contact the International Center at ext. 2133 or international@winthrop.edu.