

## 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      PP EXP:      VISA EXP:      UG (FT) / GR (F/T)
- Replace lost I-20

◆ **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 [oiip@shsu.edu](mailto:oiip@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    **Graduation Date:** \_\_\_\_\_     Visitor Invitation for general purposes

Visitor's Last/Family Name	Visitor's First/Given Name	Visitor's Relation to You	Visitor's Gender (M/F)	Visitor's Date of Birth	Visitor's Country of Birth	Visitor's Country of Citizenship	Visitor's Passport #