

Date \_\_\_\_\_

Name \_\_\_\_\_ Gender: Male [ ] Female [ ]

UVU ID \_\_\_\_\_ Home Country \_\_\_\_\_  
First Middle Last

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Local Address \_\_\_\_\_  
Apt# City Zip Code

UVU Program of Study English Language Training [ ] Associate's [ ] Bachelor's [ ]

Major \_\_\_\_\_ Credit Hours This Semester \_\_\_\_\_

Began Studies \_\_\_\_\_ Should Graduate \_\_\_\_\_

Type of Letter [ ] Enrollment – To certify your status as a student at UVU  
Current [ ] Past – from [ ] \_\_\_\_\_ to \_\_\_\_\_  
 [ ] Finance – To certify the amount of money required to attend UVU  
Spring [ ] Summer [ ] Fall [ ]

I need \_\_\_ copies

**Reason for Obtaining Certification:**

- Obtaining a Social Security Card (submit this form with the letter/memo from your employer)**
- Obtaining Funds from Home Country**
- Obtaining Passport**
- Obtaining Visa**
- Obtaining Documentation for Tax Purposes**
- Other (please explain): \_\_\_\_\_**
- Inviting Family Member(s) - List name(s) and relationship(s) below. Use the back of the page for more room and to list the US Consulate in your country and complete address.**

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship \_\_\_\_\_ Gender \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship \_\_\_\_\_ Gender \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship \_\_\_\_\_ Gender \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship \_\_\_\_\_ Gender \_\_\_\_\_

**Special Instructions**

<p><b>FOR OFFICE USE:</b></p> <p>Received by: _____                  Attached request to student's file                  Logged in the Work to be Done/I-20s to be signed Log Book</p> <p>Processed by: _____ Date: _____                  PERSON'S address matches Utah address above.                  Employment history (RECSUM) and any under hours approval if applicable (file or Banner).                  Check file for anything indicating problems with status.                  Passport Expiration: _____                  I-20 Expiration: _____</p>	<p>Received</p>
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