



PLEASE DO NOT SEND A LETTER REQUEST UNTIL YOU CHECK YOUR ACCOUNT IN ACCESS. LETTERS CAN NOT BE ISSUED UNLESS ACCOUNTS ARE CLEARED OF ALL HOLDS.

ALL LETTER REQUESTS MAY TAKE UP TO FIVE BUSINESS DAYS TO PROCESS.
PLEASE HAVE YOUR I-20 OR DS2019 AVAILABLE WHILE PREPARING YOUR LETTER REQUEST.

FIND THE LINK BELOW OF THE LETTER THAT YOU NEED AND OPEN IT OR COPY/PASTE IN A NEW TAB

STATUS VERIFICATION LETTER

https://docs.google.com/document/d/11_GVSEkTN-qD-bPYSu43v6zZHVjTrap7FuSvh57PZf8/edit?hl=en

OPT APPROVED STATUS VERIFICATION LETTER

<https://docs.google.com/document/d/1bAxeUZhs5D4R41Ps61qm9Bd8ZCwv0OqoAEMHJuyvRM0/edit?hl=en>

OPT PENDING STATUS VERIFICATION LETTER

https://docs.google.com/document/d/1QUW3n2OQWAsdJSrstllxHwXU2sXSdLgoL01x_f08EnI/edit?hl=en

GRADUATION LETTER REQUESTS

https://docs.google.com/document/d/1J4qu33Xo3BTJh8H2HeFJH9jxu5eTCjOw6ZU7cR0AQyg/edit?hl=en_US

GRADUATION LETTER WITH PAST COMPLETION DATE

https://docs.google.com/document/d/1-sWv94-jX_z7W-sv199XwCx8nzTz8to_gt88AIy_oc/edit?hl=en

F-2 DEPENDENT STATUS VERIFICATION LETTER REQUEST

https://docs.google.com/document/d/1Irx7wuQA0BaX8tSB8ySmzal7UCDnEL32q_t5LgZbM54/edit?hl=en

ADDRESS VERIFICATION LETTER REQUEST

<https://docs.google.com/document/d/1B3YHdGnUcHzyiJEIAdaYzjS36yoAiNnaGxU7sPp57IU/edit?hl=en>

THEN FOLLOW THE NEXT STEPS:

1. Go to **FILE** and **CHOOSE DOWNLOAD AS WORD** (Do not edit letter unless you have opened a word document).
2. **OPEN** the document
3. **EDIT** the letter with your information
4. **COMPLETE YOUR PERSONAL INFORMATION REQUESTED ON THE SAMPLE LETTER:**
 - **SEVIS NUMBER** - number located in the upper right hand corner of your I-20/DS-2019
 - **DATE OF EXPECTED COMPLETION OF PROGRAM** - section 5 of your I-20, or Section 3 on your DS-2019.
5. **SAVE** the word document
5. **EMAIL** the saved document to iss@smu.edu
6. We will email you when your letter is signed and ready for pick up.