



COLORADO HEIGHTS UNIVERSITY

Letter and I-20 Request Form

INSTRUCTIONS:
 1. Please complete SECTIONS 1 & 2
 2. Sign and Date request

Account in Good Standing with Business Office/Office Use Only
 Yes No

For Office Use Only

Date of Completion

No request will be completed until current semester tuition is paid in full or payment arrangements with the Business Office are being fulfilled on time.

NO REQUEST WILL BE PROCESSED UNLESS FORM IS COMPLETE. REQUESTS WILL TAKE A MINIMUM OF 72 HOURS TO PROCESS. PLEASE PLAN ACCORDINGLY.

SECTION 1: CURRENT - General Information

Student ID #: _____	F-1 Visa Student? <input type="checkbox"/> YES <input type="checkbox"/> NO
Last/Family Name: _____	Street Address: _____
First/Given Name: _____	Room/Apt. Number: _____
Middle Name: _____	Building Name: _____
CHU E-Mail Address: _____	Post Office Box #: _____
Personal Email: _____	City/State/Zip: _____
Select	Home Phone #: _____
Study Program: <input type="checkbox"/> IETP <input type="checkbox"/> BA <input type="checkbox"/> MBA	Cell Phone #: _____

SECTION 2: Select the items requested. Use the back of the form to provide additional information.

Letter Request:

<input type="checkbox"/>	Letter of Good Standing <i>[Describe semester and purpose on back]</i>
<input type="checkbox"/>	New Visa Support Letter
<input type="checkbox"/>	Social Security Number Application Support Letter <i>[Required – Letter(s) of hire]</i>
<input type="checkbox"/>	Division of Motor Vehicle [DMV] Support Letter Select: <input type="checkbox"/> New <input type="checkbox"/> Renewal
<input type="checkbox"/>	Invitation Letter <i>[Include name(s), date(s), Occupation(s), and relationship to you on the back of this form.]</i>
<input type="checkbox"/>	Other <i>[Describe on back of this form]</i>

I-20 Request [F-1 Visa Holders]:

Does the I-20 Request Include Dependent I-20(s)? Yes No
 Choose Reason for Request:

<input type="checkbox"/>	Lost I-20 Replacement Fee: \$25
<input type="checkbox"/>	Travel I-20 <i>[Must provide copy of travel documents and List names(s) of traveler(s) and travel dates on back]</i>
<input type="checkbox"/>	Other <i>[Describe on back of this form]</i>

NOTES:

- 1) Employment I-20 requests [CPT, OPT, and Off-Campus] – Do not complete this form. You must complete the appropriate application and submit supporting evidence for review.
- 2) Extension of Program I-20 requests – Do not complete this form. I-20 will be issued after completion of enrollment.



SIGNATURE: _____

DATE: _____

COLORADO HEIGHTS UNIVERSITY
Letter Request Form for International Student

Additional Information Page

Letter of Good Standing: Purpose: _____

Obtain a new VISA: • Visa Expiration Date: _____
• Date of Return: _____

Invitation Letter: 1. Full Name: _____
(attach a separate piece Relationship to Student: _____
of paper if you invite Occupation: _____
more than three people) Dates of Visit: **From:** _____ **To:** _____

2. Full Name: _____
Relationship to Student: _____
Occupation: _____
Dates of Visit: **From:** _____ **To:** _____

3. Full Name: _____
Relationship to Student: _____
Occupation: _____
Dates of Visit: **From:** _____ **To:** _____

Additional Information

Notes:



12/7/2012

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