

International Student Letter Request Form

In order for the Pulliam Center for International Education to issue a letter on your behalf, we require that you have a valid I-20 or DS-2019 form and be either a student in good standing at Queens or have valid Optional Practical Training (OPT) authorization. Once we receive your letter request form, **allow 3-5 business days for your request to be reviewed and processed.** You will get an email at your Queens email from the PCIE either letting you know that your documents are ready for pick up, or requesting more information to process your request.

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

- Letter for the DMV (for driver's license)* Letter for Travel with OPT: Pending Approved
 Letter for the Social Security Administration** Family invitation letter
 Other: _____

For General Enrollment Verification Letters, see instructions on back page.

* If you plan to visit the DMV you will be asked for either a social security card or a letter from the Social Security Administration stating you are not eligible for a social security card in order to apply for your driver's license. If you do not have a social security card you will need to visit the Social Security Administration to request the letter stating you are not eligible for the social security card.

** To apply for a Social Security Card you must also have a job offer from an office on campus or approved CPT/OPT employer. This office must write a letter on letterhead stating that they are hiring you to work in their office. Once you have the job offer letter, you will then request a letter for the Social Security Administration from the CIE. You must show your job offer letter to the CIE to receive a Social Security letter. You will also need to show the job offer letter at the Social Security Administration office when applying for your social security card.

A. Student Information (Write name as it appears on passport)

Last Name/Surname: _____ First Name: _____
 Student ID #: _____ Major: _____
 Degree: Bachelor's Master's Expected Graduation Date: _____
 Phone Number: _____ Email Address: _____
 Current Local Address: _____ Date: _____

B. For Family Invitation Letter only:

Please provide the information below for each family member that you would like to invite to visit Queens. We provide one letter for each family member being invited. You should submit an additional request form for each family member.

Family Member's Name: _____ Relation to you: _____
 Country of Birth: _____ City of Birth: _____
 Date of Birth: _____ Passport Number: _____
 Passport Expiration Date: _____ Address in Home Country: _____

Completed forms can be submitted to the PCIE in 103 Knight-Crane Hall or emailed to international@queens.edu
 Allow 3-5 business days for processing. If you have any questions, call 704-337-2533 or email international@queens.edu.

Instructions for Enrollment Verifications

Current students can verify their enrollment through a link on myQueens. No need for manual form completions!

- Go to the Queens portal: <http://myqueens.queens.edu>
- Log in with your user ID and password.
- Under “Departments”, click on Registrar’s Office.
- Select the Enrollment Verification link on the left of the page. Choose “I have my SSN” or “I have my Student ID”.
- Enter your Social Security number (with no dashes) or Student ID Number and click submit.
- You will be taken to the “Student Self-Service” site.
- You can obtain enrollment certification for either the current term or all terms by selecting “Obtain an enrollment certification.”
- Please contact the Registrar’s Office if you have any questions.

Office of the Registrar
Queens University of Charlotte
Phone: 704.337.2242
Email: registrar@queens.edu