

# RADFORD UNIVERSITY

McGlothlin Center for Global Education and Engagement

## **REQUEST FOR OFFICIAL LETTER**

In order to request an official letter from our office, please fill out the attached form. Please allow 3 days for the letter to be ready.

For more information about a program extension, please contact the International Student Advisor at the McGlothlin Center for Global Education and Engagement by calling (540) 831-6200 or emailing [globaled@radford.edu](mailto:globaled@radford.edu).

When ready, please submit all paperwork to:

International Student Advisor  
McGlothlin Center for Global Education and Engagement  
Cook Hall #105  
Email: [globaled@radford.edu](mailto:globaled@radford.edu)

## REQUEST FOR OFFICIAL LETTER

Name: \_\_\_\_\_ Student I.D.: \_\_\_\_\_

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

Type of Letter(s) Requested:

- Driver's License or State I.D. Card Authorization Letter
- Social Security Authorization Letter
- Visa Renewal Support Letter
- Letter of Enrollment
- Family Invitation Letter
  - Reason for Visit: \_\_\_\_\_ (i.e. Graduation, etc.)
  - Family Information:
    - Name of Relative (as it appears on their passport): \_\_\_\_\_
    - Relationship to Student: \_\_\_\_\_
    - Name of Relative (as it appears on their passport): \_\_\_\_\_
    - Relationship to Student: \_\_\_\_\_
- Other: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YYYY)

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### FOR MCGEE OFFICE USE ONLY

Request:  Approved  Denied

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_