



**Office of International Enrollment**  
**MUSKINGUM COLLEGE**  
 163 Stormont Street  
 New Concord, OH 43762

**CERTIFICATION LETTER REQUEST FORM**

<b>NAME (family/last)</b> <b>(nickname)</b>	<b>(given/first)</b>	<b>(middle/maiden)</b>
<b>PHONE</b>		<b>E-MAIL</b>
<b>DATE STUDIES/PROGRAM BEGAN AT MUSKINGUM</b>		<b>EXPECTED GRADUATION DATE</b>
<b>DEGREE</b> Bachelors    Masters		<b>VISA TYPE</b> F-1   J-1   H-1   other _____

<b>DATE REQUESTED</b>	<b>DATE NEEDED</b>	
<b>NUMBER OF COPIES</b> Total:	<b># SEALED</b>	<b># UNSEALED</b>
<b>Check one:</b>	<b>I will pick up the letter(s) on (date) _____</b>	
	<b>Please mail the letters (airmail only) to the address below:</b>	

*I hereby authorize Muskingum College to release information as requested below.*

\_\_\_\_\_ Date: \_\_\_\_\_  
 Student/Visiting Scholar Signature

**Check which type(s) of certification are required for the letter. Give a brief description, use the back of the form for any additional information. Please include specific names and addresses where available.**

\_\_\_\_\_ Verify student/scholar status

\_\_\_\_\_ Verify tuition expenses

\_\_\_\_\_ Invitation letter – give **name, date of birth, place of birth** (city, state/province, & country), **relationship to you** and if available, **passport number** for *each* individual you are inviting with a brief description of the reason for the invitation. Identify the Consulate or Embassy to which your invitees will apply, at least by country.

\_\_\_\_\_ Letter to Consulate – give name and address of Consulate and reason for letter.

\_\_\_\_\_ Other – please specify.

**Please note: All requests will take one week to complete from the date of submission.**

For Office Use Only:  Date Received _____ Date Completed _____ by _____  Mailed (if required) on _____
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