



DOCUMENT PICK-UP AUTHORIZATION

Directions for the Student who is gone from Seattle Central:

1. Complete all parts of this form and sign it at the bottom. You must sign by hand; do not type your name.
2. Submit this form to the International Education Programs Office (IEP) in person with your photo ID **OR** scan it and send it by email from the email address that we have on file to seattlecentral.intl@seattlecolleges.edu or to your primary advisor.
3. Ask your friend to come to the IEP Office and tell the staff that he/she has come to pick up your document(s).

Important

- Your friend will be required to show photo ID to pick up your document(s).

I, _____, _____, _____
 (YOUR Last Name) (YOUR First Name) (MI)

 (YOUR Student ID Number)

authorize _____,
 (FRIEND'S Last Name) (FRIEND'S First Name)

FRIEND'S Date of Birth (MM/DD/YY)

to pick up my document as indicated below:

- | | |
|---|---|
| <input type="checkbox"/> Enrollment letter | <input type="checkbox"/> Graduation Certificate |
| <input type="checkbox"/> Invitation Letter | <input type="checkbox"/> Returned Mail |
| <input type="checkbox"/> I-20 with travel signature | <input type="checkbox"/> Other _____ |

Contact Information

 (YOUR Email Address)

 (YOUR Phone Number)

Signed: _____

Date: _____