

# Enrollment / SEVIS Letter Request Form

Please fill out the form completely.

Your letter will be ready in ~3-5 business days. You will receive an e-mail confirmation when your letter is ready. Photo ID is required to pick up your letter.

## STUDENT SECTION – Please print clearly

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last/Family Name First Name Middle Name(s)

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

### What kind of letter would you like to request?

**Enrollment Letter**

Enrollment letters can only indicate the quarters you have completed and/or are currently studying or future quarters that you have already registered for. If you need additional information, please describe your situation to our staff at the Front Desk.

**Select the information you want to be included in your letter (check all that apply)**

- Current Quarter
- All Quarters
- Future Quarter (once registered)
- Quarters in a particular year \_\_\_\_\_
- To open a bank account (please provide current address):  
\_\_\_\_\_
- With anticipated graduation date
- Major
- Other \_\_\_\_\_

\_\_\_\_\_  
(Street and Apartment Information)

\_\_\_\_\_  
(City, State, ZIP Code)

**How would you like to receive your letter?**

- Pick Up in the IEP Office (photo ID required)
- Email

**SEVIS Letter**

SEVIS letters are used to apply for WA ID Card or Driver's License. Be sure to check the information on applying for WA ID or Driver's License before requesting this letter. SEVIS letters can be prepared beginning in the 5<sup>th</sup> week of the quarter and must be picked up in person and left in a sealed envelope to provide to the Department of Licensing.

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**For Staff ONLY**

Prepared \_\_\_\_\_  Checked \_\_\_\_\_  Emailed \_\_\_\_\_

Rev 3/9/17 JPP