

STUDENT INFORMATION

Student Name (Last, First): _____

Student ID: _____

Degree: _____

Date of Birth: ____ / ____ / ____

Country of Citizenship: _____

Gender: Male Female

Phone: (____) _____-_____

Email: _____

Current Address: _____

DOCUMENT TYPE

- Certification of Enrollment (\$10)
- Official Transcript (\$20)
- Unofficial Transcript (\$10)
- Travel Signature
- Replacement I-20 (\$20)
- Program Extension
- Dependent I-20 (\$20)
- Optional Practical Training (\$50)
- Letter of Graduation (\$20)
- Duplicate of Diploma (\$100)
- Student ID Replacement (\$20)
- Expense Letter (\$10)
- Visa Renewal (\$10)
- Expedited Processing (\$50)

RECIPIENT INFORMATION

Recipient Name: _____

Paid

Recipient Address: _____

Payment upon receipt

The normal processing time for documents is between seven to ten business days. Expedited requests will be performed within two to three days. By signing this request for documents, you agree to the terms and conditions of the university, as well as the fees associated with each specific document request.

Student Signature: _____

Date: _____