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FAIRMONT STATE UNIVERSITY™



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Document Request Form International Student Services

Please give us **5-10 business days** to process your document. We will contact you via your **student e-mail address** when the document requested is ready for pick-up. Please fill out all entries or it will not be considered complete. You may pick it up on the 3rd floor of the Turley Student Services Center. If not picked up within 15 days, your document will be discarded.

Student Information:

Student Name: _____ ID Number: F00_____

FSU student email: _____

Current Address/Phone Number: () - _____
Phone Number

_____ *Street* _____ *City* _____ *State* _____ *Zip*

Country: _____ Semester First Enrolled: _____

Major: _____

Signature: _____ Date: _____

Type of Document Requested:

Acceptance Letter

Address Change

Online Class

DMV Letter *(must provide copy of SS card or rejection letter)*

Major Change

SSN Letter *(must provide proof of employment)*

Enrollment Letter (SACM)

Enrollment Verification Letter (Reason): _____

Update I-20 (Reason): _____

Other (Please explain): _____

Method of delivery:

E-mailed

Pick-up

Mailed

OFFICE USE ONLY

Date Completed

Contacted Student to Pick-up

Staff Initial
