



**THE UNIVERSITY OF TEXAS AT DALLAS**

International Student Services

800 W Campbell Road SSB34, Richardson, Texas 75080-3021

(972) 883-4189 FAX (972) 883-4010

**LETTER and TRAVEL ENDORSEMENT REQUEST**

*Allow one business day for processing. You will be sent an email when your request is ready for pickup.*

**Student Information:**

Name: \_\_\_\_\_ UTD I.D. #: \_\_\_\_\_ Visa Type: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

**Student Request:**

Travel Endorsement       Status Verification Letter

**SSN Letter for on-campus job** - List the following as it appears on the Career Center employment verification letter:

<b>Position Title:</b>	
<b>Department Name:</b>	

**SSN Letter for OPT** (Must have received OPT EAD to request this letter.)

*Please note that the Social Security Administration will not allow you to apply for the SSN until on or after the start date on the EAD.*

**Invitation to Visit Letter** (please fill in the required information below)

**FOR INVITATION LETTER ONLY – Visitor Information:**

Name of Visitor		Date of Birth (mm/dd/yy)	Relationship to Student	Country of Citizenship	Length of Stay
Family Name (surname)	First Name (given name)				

Do you want to include all of your visitors in one invitation letter?  Yes     No    If no, please provide instructions:

Are you inviting the above guest(s) to attend your graduation ceremony?  Yes     No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Your UTD ID number is being requested because it is a unique identification number which is maintained for the purpose of verifying student identification. The disclosure of such information is voluntary. Disclosure of your UTD ID number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).*

*With few exceptions, you are entitled on your request to be informed about the information UT Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT Dallas correct information about you that is held by us and is incorrect.*