Letterhead

[Date]

[From] Your Name
Academic Department
Full Address

[To] Customs and Border Protection (CBP)
Department of Homeland Security

RE: Request for Late Arrival to The University of Texas at Dallas

Nonimmigrant Name: LAST, FIRST (As listed on I-20[F-1] or DS-2019[J-1])
SEVIS ID: N000xxxxxxx (As listed on I-20[F-1] or DS-2019[J-1])
Visa Type: F-1 - Academic Student (OR J-1 College Student, whichever is applicable)

To Whom It May Concern:

The above named nonimmigrant student has met all conditions of admission to commence a full time program of study in [Degree program and level] for [Semester, Year].

Due to circumstances, [first name] was unable to enter the U.S. in the 30 days prior to the program start date of [date of the first day of classes].

We request your consideration to permit the above named student to enter the United States to commence the degree program up to [specific date].

We certify that despite the late arrival [first name]:
• Will be able to satisfy pre-enrollment requirements such as Orientation (Check-In) and the mandatory TB test,
• Will be eligible to enroll full time in the academic program,
• If applicable, will be able to commence on-campus employment as a teaching or research assistant as indicated on the [I-20 or DS-2019]

If you have additional questions regarding this student, please contact [appropriate name and phone contact in the department]

Regards,