

Letter Requests

On-Campus Work Authorization

This request is used for students who want to work on-campus. The letter is used to obtain a Social Security Number and should be kept on file for proof of employment authorization from the ISSS office.

Students must submit a copy of an official job offer letter on department letterhead, signed by a department representative. The letter should include: department name and contact information, physical address, job title, job description, your start date, and number of hours to work per week.

Please Note: If you are an initial (new) student requesting on-campus employment up to 30 days prior to the beginning of your first semester, you must complete the EARLY Work Authorization e-Form.

Permission to Attend Another School

This letter provides permission to attend another school while you continue your program at the University of Utah. If you are given permission to attend classes at another college or university, please remember that the University of Utah will continue to maintain your SEVIS record and I-20. You must maintain full-time enrollment at the U unless it is the summer vacation.

Please Note: If you would like to stop attending classes at the University of Utah and instead begin a new program at a different school, you will need to complete a Transfer Out e-form.

Visa Support Letter

A visa support letter is for F-1 or J-1 students. It confirms your visa status in SEVIS for an agency such as a US Consulate or Embassy or the Department of Motor Vehicles. Requests will not be processed for students who are failing to maintain their visa status or have pending reinstatement request to USCIS.

Visa Invitation Letter

A visa invitation letter is a letter that allows international students to invite relatives to visit the University of Utah. This letter must be obtained from the Registrar's office and can be requested through your CIS account. More information is available here:

<http://registrar.utah.edu/transcripts/verification-inter.php>

Other Letter Requests

If you require a different letter for a specific situation, please contact our office to discuss your options.

How should I submit my letter request?

To submit your letter request, please complete the appropriate E-Form using the UAtlas link found at www.iss.utah.edu. You will receive an approval email once your request has been processed and another email when your letter is ready to be picked up. Processing time for letter requests is one week.

***Disclaimer:** International Student & Scholar Services (ISSS) provides support and information related to U.S. immigration laws and regulations related to F and J status at the University of Utah. ISSS staff are not attorneys and any information provided by ISSS should not be construed as legal advice. Individuals are welcome to consult a qualified immigration attorney for specific legal advice, particularly in complicated cases. For a list of local Utah attorneys please visit our website [here](#).*

***Maintaining Status:** USCIS states that it is the student's responsibility to understand the rules and regulations governing their visa [see 8 CFR 214.2(f)].*