



# International Programs and Services

## Student Request Form

Submit your form to the International Programs and Services office. Requests will be fulfilled within 5 working days.

Name \_\_\_\_\_  
Family/Last                      Given/First                      Middle (if any)

Ohlone Student ID# \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

Today's Date \_\_\_\_\_  
Month                                      Day                                      Year

Please indicate what you need:

- Enrollment Verification Letter (proof of enrollment at Ohlone)
- Letter of Support to apply for a Social Security Number
  - Note: You MUST first obtain a written Job Offer letter from the place on the Ohlone campus that you are being offered a job. Please submit this letter with your Request Form
- Concurrent Enrollment Letter
  - This letter is for taking supplementary classes at another college. Please provide the following information:
    - College Name: \_\_\_\_\_
    - Semester or Quarter (indicate which) you will take the classes: \_\_\_\_\_
- Visa Recommendation Letter (for relatives applying for tourist visas)
  - First and Last Name of relative: \_\_\_\_\_
  - Passport Number: \_\_\_\_\_
  - Date of Birth: \_\_\_\_\_
  - Embassy or Consulate they are applying: \_\_\_\_\_
- Other: \_\_\_\_\_

Need an Ohlone Transcript? See <http://www.ohlone.edu/org/admissions/transcripts.html> You can request transcripts in person at the Admissions window, by mail or by fax

---

### For Internal Use Only

Balance Paid \_\_\_\_\_ Checklist Complete \_\_\_\_\_ No Holds \_\_\_\_\_ Enrolled (12 units) \_\_\_\_\_