

**LETTER OF GOOD STANDING REQUEST FORM**

Letters of Good Standing are requested for a variety of immigration purposes. Upon receiving your request, it will take approximately 5 business days for ISS to generate the letter on your behalf. ISS will use the information provided on this form as well as the information from your I-20 and SIS to generate this letter. You will receive an email when your letter has been prepared and you should visit the office in-person during walk-in hours to pick it up. ISS will not give your letter to anyone else. If you cannot pick it up in-person, communicate that with ISS and discuss arrangements to have the letter mailed to you.

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**TO BE COMPLETED BY THE STUDENT**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Family name First name (Given Name) (CWRU Student ID, ie 1234567) (Month/Day/Year)

Gender: ☐ Male ☐ Female E-mail address \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Degree \_\_\_\_\_

Registering for Next Semester? ☐ YES ☐ NO

Depending on how your letter of good standing will be used, you may find it helpful to request that ISS include some additional information. Below please indicated any additional information that you would like included in the letter. If appropriate, ISS will tailor the letter to your requests. Examples of requested additional information may include: date of expected graduation (based on what's printed on your I-20), major, degree, or academic calendar dates.

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I would like to request \_\_\_\_\_ copy/copies of a good standing letter.