

GENERAL REQUEST FORM – (Type or Print all information legibly)

Date Submitted to OIS	Received by
Our office requires a minimum of 5 working days from the date we receive this form to complete your request. Do not leave originals with our office – only copies of your documents.	
Name (FAMILY, First)	Telephone Number
Temple I.D. #	Temple E-mail Address
<input type="checkbox"/> J-1 (Scholar) <input type="checkbox"/> H-1 (Temple Sponsored)	
Our office is only able to issue documents for individuals in the above categories. Individuals who are in other immigration categories or who are not sponsored by Temple University should contact the office that issued/petitioned their immigration documents.	
Current U.S. Address	
<input type="checkbox"/> Check here if new address	
Document Being Requested:	
<input type="checkbox"/> Driver’s License Letter <input type="checkbox"/> Driver’s License Letter for Spouse <input type="checkbox"/> Social Security Letter <input type="checkbox"/> Social Security Letter for Spouse <input type="checkbox"/> Form DS-2019 for Spouse / Children <input type="checkbox"/> Letter of Invitation	

Requesting Forms for J2 and H4 Dependents or Invitation Letters:

You must complete this table if you are (1) requesting a Form DS-2019 for dependents to enter the U.S., (2) requesting a driver’s license letter for your dependent, or (3) requesting a letter of invitation to have an individual visit you in the U.S.

Name (LAST, First Middle)	Date of Birth (MM/DD/YY)	Relationship to you	Gender (M or F)	Country of Birth	Country of Citizenship

REMINDER: Please provide our office a copy of most recent Form I-94 (both sides) for you and any dependents with you in the U.S. after each new entry to the U.S.