

International Student Advisor Letter (FLET)

This form is required for students on an F-1 or a J-1 visa studying in the U.S. and wishing to be SEVIS-released or be a guest student at EMU from another institution.

This form can also be used for F-2 and J-2 at other institutions to request permissions to study at EMU.

Part 1. Personal Information (To be completed by the international student)

1. _____/_____/_____
Your name as it appears on your visa stamp and/or passport: **(last (surname)/ first (given)/ middle**

2. _____/_____/_____ _3./ **E** _____
Date of birth (Month/Day/Year) Your EMU ID number(if you have one)

4. _____ 5./ _____
Current visa status I-94 number

6. _____
Current mailing address

7. _____ 8./_ _____
Local phone number E-mail address

9. SEVIS Identification Number: N _____

10. Names of primary/ dependents (as their names appear on their visa stamp and/or passports) accompanying you in the USA on an F1/-2 or J-1/2 visa. Please specify relationship (please attach a separate paper if you have more than four dependents).

10a. _____

10b. _____

10c. _____

10d. _____

11. _____
School you are now attending or the one most recently attended

Authorization: *I authorize my current foreign student advisor to verify the above information and provide the information requested in Part 2.*

12. _____
Signature Date

Eastern Michigan University

Part 2. Advisor's Report (to be completed by the foreign student advisor)

Note to DSO's filling out this form: Upon Admission, EMU will enroll F-1/J-1 students who are in good standing and eligible to transfer. DSO's should ONLY release students to EMU who have shown them some proof of an admission to EMU (admissions letter or computer print screen of admission to EMU or e-mail from EMU Admissions DSO's). Do NOT release any students who are not yet admitted, who are out of status, who are seeking reinstatement or who are not eligible for SEVIS release. EMU will **not** issue a SEVIS document to any student who is not in good standing.

DO NOT release a student to EMU until admissions is confirmed and the student is eligible to receive an I-20. The student must be in good standing in order to be eligible for EMU to take the SEVIS transfer record.

1. Do you agree with the information indicated in PART 1? Yes No.

1a. If "no" please explain _____

1b. Date (MM/DD/YYYY) of last term of full-time enrollment at your institution. _____/_____/_____

2. Will the student be _____ a guest student at EMU for one term only **OR** _____ a SEVIS release student to EMU

3. If a SEVIS release student, what is the proposed SEVIS release date (MM/DD/YYYY) _____/_____/_____ or TBA _____

4. Is the student on CPT/OPT/Academic Training? Yes No

4a. If yes, start date of CPT/OPT/Academic Training _____/_____/_____ 4b. End date of CPT/OPT/Academic Training _____/_____/_____

5. Please mark the appropriate box(es):

D The student is in good standing and is **eligible** for SEVIS release or concurrent enrollment as shown on a SEVIS document. Student must show proof of admissions to EMU (may include proof of financial documents)

D The student is out of status as of _____/_____/_____ (**not eligible** for SEVIS release)

D Reinstatement filed on _____/_____/_____ (**not eligible** for SEVIS release)

D Date of reinstatement _____/_____/_____ (**not eligible** for SEVIS release)

Or- the student is on an F-2/J-2 and is a dependent on the F-1/J-1 at your institution, please indicate that on this line:

Comments:

Name Signature Title Date

Institution address E-mail Phone number Fax number

Note to EMU applicant: YOU MUST INCLUDE A COPY OF EACH OF THE FOLLOWING WITH THIS FORM:

_____ Current I-20/DS 2019 (all pages) of primary visa (and dependent, if applicable)

_____ F-1/J-1 US Visa stamp in passport (if applicable) of primary visa (and dependent, if applicable)

_____ I-94 entry form in passport of primary visa holder (and dependent, if applicable)

Please email the completed form and copies of the documents listed above to: ESL Office,
317 King Hall
Eastern Michigan University
Ypsilanti, MI USA 48197
Email: esl@emich.edu