Letter Requests

Letter of Invitation Policy

The United States Department of State which issues all visas to the United States has indicated that letters of invitation from universities are not necessary and are not reviewed as part of the decision-making process for granting a visa. Though a few schools continue to write letters for guests of their international students, most institutions have discontinued this process. Baylor University does not provide invitation letters; however, like many other schools, the institution has provided a letter template that a student or scholar may use to write their own invitation letter that a family member can have with them at the visa interview. The template for that letter can be found HERE.

Letter of Immigration Status Policy

A student may request an official letter from the Baylor ISSS Office that serves as a letter of good standing with United States Citizenship and Immigration Services (USCIS). A student is considered “in good standing” when the student is currently in-status with USCIS. Students should allow at least five (5) business days to process a letter of good standing.

Letter of Immigration Status

1. A student must submit a letter request form to the Baylor ISSS Office.
2. A DSO will review the information and determine

Additional Links

- Initial I-20
- Replace or Update I-20 Request
- Immigration Check-In
- Curricular Practical Training
- Post-Completion Optional Practical Training (OPT)
- Pre-Completion Optional Practical Training
- STEM OPT Extension
- Cap-Gap Extension
- Leave of Absence
- Letter Requests
- On-Campus Employment
- Reduced Course Load
- Change of Level
- Reinstatement of Status
- Suspension & Expulsion
- Transfer (In & Out)
- Travel Authorization
- Dependents
- Extend Or Shorten Your Program
- Termination of SEVIS Record
- Document Management
- Academic Program Completion
- Insufficient Funds
- Social Security Number
Letter of Temporary Study Policy

A student may request an official letter from the Baylor ISSS Office to present to another institution for temporary study during summer or minimester months. To qualify for this special situation, a student must be registered for classes at Baylor for the upcoming semester (after the summer break or minimester in which study occurs). A student's options include winter break, spring break, or summer break.

Letter of Temporary Study Procedure

1. A student must submit a letter request form to the Baylor ISSS Office with the name of the school that he or she will be attending and when he or she plans to attend.
2. A DSO will review the information and determine if the student is eligible.
3. The DSO will then create the letter.
4. The student will be contacted by email to come pick-up the letter.

Letter for Social Security Office Policy

A student may request an official letter from the Baylor ISSS Office to present to the Social Security Office. This letter only applies to those who are working on-campus (graduate assistants, student workers, etc.) Students must also have a letter from the office/department that is employing them to take to the Social Security Office. Click HERE to get a template for your department/office to use. Students working on-campus do not have to wait for their Social Security Card to begin working but should apply for it as soon as possible. For students who are beginning their first semester of study at Baylor, due to processing times, students should not apply for their Social Security Card until 30 days after they begin classes. (Note: For those pursuing CPT or OPT, you will need a letter from your employer - no letter from the ISSS Office is required). For instructions on how to get a Social Security Card and the necessary documents, please go to the following link: Social Security Website and then scroll down to the section “How to Get a New,
Replacement, or Corrected Card”, and click on the “Learn what documents you need” box. On the next page in the left column, select “Noncitizen” under the “Citizenship of the person the card is for” heading.

**Letter for Social Security Office Procedure**

1. A student must submit a letter request form to the Baylor ISSS Office.
2. A DSO will review the information and determine if the student is fully registered and has already been approved to work on-campus.
3. The DSO will then create the letter.
4. The student will be contacted by email to come pick-up the letter.

**Letter for Special Requests Policy**

A student may request a letter for a special circumstance and the Baylor ISSS Office will work with the student to provide the necessary information within the institution's authority to do so.

**Letter for Special Requests Procedure**

1. A student must submit a letter request form to the Baylor ISSS Office.
2. A DSO will review the information and determine if the institution can legally provide the necessary documentation.
3. The DSO will then create the letter.
4. The student will be contacted by email to come pick-up the letter.