



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSOCurrent@utdallas.edu

Letter and Travel Endorsement Request

Student Name: _____ Date of Birth: _____

Email Address: _____ UTD ID: _____

A. Student Abroad I-20. Must be approved by Education Abroad Department prior to issuance of request.

Reprint Student I-20 due to "Study Abroad" and endorse new I-20
Student Abroad Status Verification Letter

B. I-20 Reprint. Check the appropriate reason for the reprint.

Endorse attached current I-20 Status Verification Letter
Reprint Student I-20 due to "Travel" and endorse new I-20
Reprint Dependent I-20(s) due to "Travel" and endorse new I-20(s)

C. Social Security Letter Request. Please fill out and complete all information below.

SSN Letter for On-Campus Job - List the following as it appears on the Career Center employment verification letter.
Position Title: _____
Department Name: _____
SSN Letter for OPT - Must have OPT EAD to request this letter. Please note that the Social Security Administration will not allow you to apply for the SSN until on or after the start date on the EAD.

D. Individual Taxpayer Identification Number (ITIN) Letter Request. Please fill out and submit all information below.

I am not eligible for a social security number, and would like to request an ITIN Letter
Please submit the additional documentation along with request form:
- Form W-7
- Copy of Form I-20 or Form DS-2019
- Copy of Passport
- Copy of I-94
- Copy of Visa

E. Submit your Letter/Travel Endorsement Request to the ISSO Office. An email will be sent to your utdallas.edu email address to notify you of the status of your request.

- In Person: Submit to the ISSO during office hours. Monday - Thursday, 8 a.m. to 6 p.m. Friday, 8 a.m. to 5 p.m.
By Email: (Additional paper copies are not required) Submit to ISSODocuments@utdallas.edu. Verify that the total size of attachments in the email is not larger than 5 MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

Student Signature _____ Date _____