

**Drivers License Letter Request for UTC International Students**

**Please TYPE this form. We do not accept the hand-written form.**

Your letter will be issued based on provided information below. Please make sure you provide the accurate information to UTC International Student and Scholar Service (ISSS). Type the required fields and e-mail this form to **international@utc.edu** or submit the form in person at UTC International Office (Hooper 203). If you e-mail this form, **you must attach the form in your UTC e-mail**. We cannot accept this from any other unofficial UTC e-mail address such as Hotmail or Gmail.

1. This letter expires 30 days from the date it is written.
2. You may pick up your letter from the ISSS office three business days after submission.
3. You will need to present ID to receive your letter.
4. Dependents do not need their own letter and should use the F-1 or J-1 student's letter.

**1. Your current information**

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
UTC ID#: \_\_\_\_\_  
UTC email address: \_\_\_\_\_ @MOCS.UTC.EDU  
Address (If you live in apartment, include apartment number): \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP CODE: \_\_\_\_\_ Phone Number \_\_\_\_\_

**2. Your current information in your home country**

Address (If you live in apartment, include apartment number): \_\_\_\_\_

City/Town: \_\_\_\_\_ State/Province: \_\_\_\_\_  
ZIP CODE: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**3. Your current immigration information**

- 1) Your visa expiration date (MM/DD/YYYY)
- 2) Your passport expiration date (MM/DD/YYYY)
- 3) How many TOTAL credit hours are you taking this semester? \_\_\_\_\_ hours
- 4) Out of your credit hours in #3, how many **on-line** credit hours are you taking this semester? \_\_\_\_\_ hours

**4. I understand the UTC International Student Immigration Information above and I will follow US immigration laws and regulations.**

Your signature

Accepted by UTC International Office

Date (MM/DD/YYYY)

Date (MM/DD/YYYY)