

# FORMAL REQUEST TO MAIL DOCUMENT

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RECIPIENT INFORMATION	PAYMENT INFORMATION
Name _____	Card Type (Visa, MC, etc.) _____
Street Address _____	Name on Card _____
City, State, Province _____	Card Number _____
Country _____	Exp. Date _____
Postal Code _____	CVC _____
Phone Number _____	<input type="checkbox"/> Charge to Student Flex Account (Money needs to already be in your account)
Email _____	<input type="checkbox"/> Charge to International Education Account (Prior approval from IE Office needed)
	<b>DOCUMENT REQUESTED</b>
	<input type="checkbox"/> Immigration Document (I-20, DS-2019, etc.)
	<input type="checkbox"/> Proof of F-1 Status Letter
	<input type="checkbox"/> Other (Describe) _____

## POSTAL & PRINT

**PLEASE EMAIL TRACKING INFORMATION TO RECIPIENT'S EMAIL LISTED ABOVE**

**INTERNATIONAL EDUCATION OFFICE USE ONLY**

Date Sent Out \_\_\_\_\_

Name of Recipient \_\_\_\_\_

Item Sent \_\_\_\_\_

Shipping Method \_\_\_\_\_

Tracking Number \_\_\_\_\_

Amount \_\_\_\_\_