

## HOW TO REQUEST A STATUS VERIFICATION LETTER

If you plan to obtain a driver's license, state identification (ID) card, US bank account, or a new visa, you may request a Status Verification Letter. The Status Verification Letter is available to Marshall University students and scholars in valid F-1 or J-1 status.

- If you are a newly arrived student, please be sure to check-in with the Office of International Student Services before requesting a letter.
- If you are a currently enrolled student, please be sure that you are meeting all registration requirements prior to requesting a letter.
- If you have graduated and are applying for OPT, the USCIS must first receive your case before applying for a driver's license. You must be prepared to present your I-797 Receipt Notice at the DMV.

To request a Status Verification Letter, please submit a form online at:

<http://www.marshall.edu/iss/verification>



Processing times for Status Verification Letters is 2-3 business days. You will receive email notification to your Marshall University email account once the letter is prepared. If you do not receive notification in a timely manner, please contact the Office of International Student Services at [iss@marshall.edu](mailto:iss@marshall.edu). You may choose to have the letter scanned and emailed to your Marshall University email account. The DMV and many banks accept the Status Verification Letter in this format.

For additional information about obtaining a driver's license or state identification (ID) card, please see the DMV Information handout.