



REQUEST FOR LETTER TO SPONSOR

Sponsored Student Programs staff will provide letters to your sponsor for verification of enrollment, online course enrollment, concurrent enrollment at another institution, or other issues related to your sponsorship. To request a letter, please complete this form with as much detail as possible.

Please return this form to OIS via email <ois.sponsor@oregonstate.edu>, or by delivering it to the International Program's receptionist in University Plaza, Suite 130. Please allow 7 business days to process your request. The letter will be emailed to your ONID account once it is done.

To be completed by the student :

Student Last Name Student First Name OSU ID
Major Name of your academic advisor

I am requesting to a letter for:

Verification of Enrollment Term Year
Online Course Enrollment Course Number of Credits Term
This course meets Baccalaureate Core requirements Requirement for my major or pre-major
Is this course also offered in the on-campus format? Yes No

Concurrent enrollment Name of Institution
Course Number of Credits Term
This course meets Baccalaureate Core Requirement Requirement for my major or pre-major
Is this course also offered at OSU? yes no

Other letter

IF YOU CHECKED ONLINE, CONCURRENT ENROLLMENT or OTHER LETTER, PLEASE COMPLETE PAGE 2.

Please briefly explain below, why you are requesting to take the course online or at another institution. If you checked "other letter" please provide detailed information below, on what type of letter you need:

**FOR STUDENTS REQUESTING ONLINE OR CONCURRENT ENROLLMENT LETTERS:**

**Online course letter request:** Most sponsors do not allow online courses. In instances when online courses are allowed by sponsors, a limited total number of online credits are permitted per degree for certification of the degree purposes in your country. It is your responsibility to get approval from your sponsor before taking any courses online. You must also submit permission from your sponsor in writing – in the form of an Official Online Course Financial Guarantee, letter, or email to the Office of International Services, Attention Sponsored Student Programs (isas.sponsor@oregonstate.edu). If the request to take the online course is denied by your sponsor, it will be your responsibility to pay for the online course.

**Concurrent enrollment letter request:** Most sponsors do not allow concurrent enrollment. It is your responsibility to request your sponsor's approval before taking courses at another institution. Furthermore, to remain in good immigration status, if you enroll in less than 12 credits at Oregon State University, you must request permission for "concurrent enrollment" from an international student advisor. Please see the concurrent [enrollment form](#) on the OIS website.

I acknowledge that I have read and understand the statements above.

Signature \_\_\_\_\_ Date \_\_\_\_\_