

PLEASE COMPLETE [DOCUSIGN FORM](#)



## Capstone International Center International Student & Scholar Services

### Verification Letter Request Form

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402  
[INTERNATIONAL@UA.EDU](mailto:INTERNATIONAL@UA.EDU) | [HTTP://INTERNATIONAL.UA.EDU/ISSS/](http://INTERNATIONAL.UA.EDU/ISSS/)

**Purpose of Verification Letter:**

- ☐ [Driver License](#)  
☐ [Identification Card](#)  
☐ [Alabama Credit Union Account](#)  
☐ Other: \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Is this letter request for your Dependent (F-2/J-2)** ☐ Yes ☐ No

**If yes, please provide Dependent name:** \_\_\_\_\_

**CWID:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Have there been any changes to your program of study that are not indicated on your current I-20/DS-2019?** ☐ Yes ☐ No

**Phone:** \_\_\_\_\_

**If yes, please provide detail:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**NOTE:** To apply for a Driver License, Driving Permit, or State Identification Card, you must have at least 160 Days Remaining on your [I-20](#) or [DS-2019](#), or OPT Authorization Period for F-1 Students. Please check your I-20 or DS-2019 End-Date to make sure you have 160 Days remaining before submitting a Verification Letter Request

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

**ISSS Office Use:**

Hours:		Holds:		Academic Standing:		SEVIS Status:		I-20/ DS-2019 End-Date:	
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#### Basic Steps for Driver License, Driving Permit, and State Identification Card

**1. Prepare [SSN Card](#) or get an [SSN Denial Letter](#):**

- If you are an [F-1 or J-1 student employed on-campus](#) or [J-1 Scholar](#), you can obtain a [Social Security Card](#) by following the steps outlined on our [SSN Page](#).
- If you are a student who doesn't have employment **or** if you are a dependent spouse or child (F-2, J-2 etc.), unfortunately, you are not eligible for a Social Security Number and will need to request a "[SSN Denial Letter](#)" from the Social Security Administration. The Driver's License Office requires a "[SSN Denial Letter](#)" if you don't have a Social Security Card - [SSN DENIAL LETTER REQUEST](#).

**2. Gather your immigration documents** – Make sure to take have all of your immigration documents, including your [I-20 or DS-2019](#), your valid [passport](#), and a printout of your [I-94 Arrival/Departure Record](#).

**3. Make an appointment online with the Driver's License Office** – You will need to take both your written test and your driving test at your local driver license office. You must make an [appointment online in advance](#).

- TUSCALOOSA TROOPER OFFICE  
2645 Skyland Blvd E.  
Tuscaloosa, AL 35405  
Open: Monday – Friday; 8 am – 5 pm  
Phone: 205-553-0729  
[Other locations in Alabama](#)

**If you require other types of verification for other purposes, please see the Registrar's [Verifications Page](#):**

1. [Transcripts](#). (Obtain from Registrar or through Student Tab of <http://mybama.ua.edu>)
2. [Enrollment Verification](#) letter (Obtain from Registrar or through Student Tab <http://mybama.ua.edu>)
3. [Degree and Past Attendance](#) Verification (Obtain from Registrar or through Student Tab <http://mybama.ua.edu>)

#### MORE INFORMATION:

**Driving:** <https://international.ua.edu/issc/life-in-tuscaloosa/transportation-driving/>

**Banking:** <https://international.ua.edu/issc/life-in-tuscaloosa/finances-banking/>