INTERNATIONAL OFFICE
NORTHWESTERN UNIVERSITY

# Document Mailing Request

## Purpose

Use this form to have documents mailed. Your Northwestern University student account will be billed accordingly. We charge a flat fee of $15 for US shipments and $50 for international shipping. If you are currently on OPT, please include billing information as we are unable to charge your student account.

## Personal Information

Last Name: _____ First Name: _____

Date of Birth: _____ (mm/dd/yyyy) Local Telephone Number: _____

SEVIS ID (F-1 and J-1 students, located in the upper right corner of your I-20 or DS-2019) N☐☐☐☐☐☐☐☐☐☐

Campus ID (on WildCARD) ☐☐☐☐☐☐☐

Document Requested ☐ I-20/DS-2019 Travel Signature

☐ Letter requested using online Document Request form

Date Requested _____

☐ Other (please describe) _____

Date Requested _____

## Mailing Information

Ship to (name): _____ City: _____

Country: _____ Postal Code: _____

Address: _____

_____

_____

## Billing Information

Credit Card Type: ☐ VISA ☐ Mastercard ☐ American Express

Credit Card Number:_____ Expiration Date:_____

Security Code:_____

Billing Address:_____

_____

Northwestern University - The International Office
630 Dartmouth Place, Evanston, IL 60208-4190
Tel: (847) 491 5613 – Fax: (847) 467-2147
www.northwestern.edu/international/ – intoff@northwestern.edu