[DEPARTMENT LETTERHEAD]

April 3, 2023

To Whom it May Concern,

**LAST NAME, First Name**, a citizen of **Country** The student previously mentioned has been accepted at Texas State University to begin for a **Degree Level** program in the **Select Semester** **Select Year** semester within the **Department Name**. However, the student is unable to arrive on campus by the start date stated on the student’s form I-20 due to visa processing delays.

This student has received approval from the **Department Name** to arrive late and start classes no later than the start of the semester. Our department will assist the student to comply with the enrollment requirement according to Homeland Security Regulations.

Sincerely,

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**Department Responsible/ Advisor**

**Department**

Texas State University