[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 (department insert date). Our department will assist the student to comply with the enrollment requirement according to Homeland Security Regulations.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Responsible/ Advisor**

**Department**

Texas State University