



International Student & Scholar Services (ISSS)

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## Notification to Mail or Release Documents

Last name \_\_\_\_\_ First name \_\_\_\_\_

UM ID # C \_\_\_\_\_ Email \_\_\_\_\_

If you are unable to pick up your documents according to ISSS' [Document Processing Times](#) (for processing times, visit [www.issm.miami.edu](http://www.issm.miami.edu) and click on "About ISSS" tab), please select one of the following options.

**Please mail my documents to the following address:**

\_\_\_\_\_  
Street address City State/Province Country Postal Code

\_\_\_\_\_  
Phone number

Note: You will receive an email notification with FedEx payment instructions once your request has been processed.

**Please release my documents to the following person(s):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Note: Please make sure to notify your designee that they may pick up your document(s) from ISSS *no earlier than 24 hours from the time you submit this form to ISSS provided you have followed ISSS' [Document Processing Times](#)*. Your designee must show proof of his/her identification to receive your documents.

Student's signature: \_\_\_\_\_ Today's date: \_\_\_\_\_