TRINE UNIVERSITY

REQUEST FOR EVIDENCE (RFE)

1. Request RFE Support

Complete the online to initiate your Request for Evidence (RFE) support request. Ensure all required information is accurate before submission.

Click here for link to the form: RFE Form

2. Choose the Correct Option

Attendance Record Only

- Select this if you only need proof of class attendance.
- Ideal for verifications not requiring a formal letter.

Support Letter Only

- Choose this for a formal university support letter.
- Includes enrollment confirmation.
- Required for specific RFE requests.

Support Letter + Attendance

- Comprehensive option including both letter and attendance records.
- Required for specific RFE requests.
- May require longer processing.

3. Processing Times

- **DSO support letter (5 days)**
- **Attendance & syllabi (2–4 weeks)**

Submit Early

4. Watch Your Email Carefully

RFE Support Letter sent from: Trine University Office of International Services (noreply@formresponse.com)

Don't forget to check your spam/junk folder.

What the Support Letter Includes

- Full-time enrollment confirmation.
- Program overview and duration.
- Definition of a full course of study.
- Anticipated graduation date.

What the Support Letter Excludes

- Detailed course history or transcripts.
- Specific degree requirements checklist.
- Personalized financial statements.
- Guarantees of RFE approval.

5. Your Responsibility

- Current I-20 and all previous I-20s.
- Official academic transcripts: **Transcript Link**
- CPT Student Experiential Agreements (if applicable).
- Proofs of current residence.
- Recent bank statements showing sufficient funds.
- Tuition payment receipts.
- Copy of passport biographical page and visa.
- Most recent I-94 travel record.
- Trine University Course Catalog: **Course Catalog Link**

6. Class Syllabi

If you did not keep a copy of your class syllabi, you can submit the syllabi request form. You need to submit one form for **every** syllabi you need. **Click here for link to the form: Syllabi Request Form**

Keeping copies of your course syllabi will significantly reduce processing time. Always maintain digital and physical backups of all your important documents.

Important Reminder

Submit only requested documents to USCIS. Providing unrequested documents may lead to confusion and significantly delay or jeopardize your case. Always follow USCIS instructions precisely. If you're unsure what to include, we strongly recommend speaking with an immigration attorney.