

**California State University, Northridge  
International and Exchange Student Center  
Student Letter Request Form**

All requests must be accompanied by a current CSUN unofficial transcript (and class schedule of current semester enrollment if it does not appear on unofficial transcript). Please write legibly so that we may be accurate.

Today's Date: \_\_\_\_\_ CSUN Student ID #: \_\_\_\_\_  
Student's Name: \_\_\_\_\_

\_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
U.S. Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Expected Grad Date: \_\_\_\_\_  
Major: \_\_\_\_\_

Enrolled in \_\_\_\_\_ # of units in current semester  
Degree: BA BS 2nd Bachelor MA MS MM MPA MBA

I am requesting the following document(s): Check wherever applicable

- \_\_\_\_\_ Regular Certificate of Enrollment

Specify the type of information you want included:  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ Expense Letter for: \_\_\_\_\_ Annual \_\_\_\_\_ Semester

Specify the type of fees you want included:  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ Invitation Letter for: \_\_\_\_\_ Graduation \_\_\_\_\_ Visit

Guest # 1: Last name, First name, relationship to student  
\_\_\_\_\_

Guest # 2: Last name, First name, relationship to student  
\_\_\_\_\_

Guest # 3: Last name, First name, relationship to student  
\_\_\_\_\_

Guest # 4: Last name, First name, relationship to student  
\_\_\_\_\_

- \_\_\_\_\_ Letter to request Social Security Number for: F-1 J-1

(Attach Employer Offer Letter).

Other: \_\_\_\_\_

**Note: I would like the requested documents to be (Please check one):**

\_\_\_\_\_ Held in the IESC office for pick-up \_\_\_\_\_ Mailed to address listed below:  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY:**

Enrolled in \_\_\_\_\_ units in current semester. GPA: \_\_\_\_\_ Part time status approved: Yes/no.

Verified by (student assistant): \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Approved by (staff): \_\_\_\_\_ Date: \_\_\_\_\_