

International and Exchange Student Center, CSUN

Student Letter Request Form

Please attach the CSUN unofficial transcript (and class schedule of current semester enrollment if it does not appear on unofficial transcript) to this request before submitting to IESC:

Today's Date: _____ CSUN Student ID #: _____

Student's Name: _____

U.S. Address: _____ U.S. Phone: _____

_____ Email: _____

Country of Citizenship: _____ Expected Grad Date: _____

Major: _____ Enrolled in _____ 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 Visiting (Immediate family only)

Guest # 1. Last name, First name, relationship _____

Guest # 2. Last name, First name, relationship _____

Guest # 3. Last name, First name, relationship _____

Permission to take classes concurrently at another school

Name of school: _____

Semester/Session: _____

Course(s) you plan to take at that school: _____

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

(Attach Employer Offer Letter, and New Employee Sign in form)

Other: _____

I would like the requested documents to be:

Held in the IESC office for pick-up

Mailed to: _____

FOR OFFICE USE ONLY:

Enrolled in _____ units in current semester. GPA: _____ Part Time Request Approved: yes / no

Completeness and accuracy of form and student's

Eligibility verified by (student assistant): _____

Date: _____

Remarks: _____

Approved by (staff): _____

Date: _____