### Student Letter Request Form

This form should be completed by CSUN F-1 students requesting a student letter request. Please complete the form and submit it via email to iescrequest@csun.edu.

#### STUDENT’S INFORMATION

<table>
<thead>
<tr>
<th>Today’s Date: ________________________________</th>
<th>CSUN ID #: ________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name: ___________________________________</td>
<td>First Name: _______________________________</td>
</tr>
<tr>
<td>Country of Citizenship: ________________________</td>
<td>Major: _____________________________________</td>
</tr>
<tr>
<td>Phone: (______) _______________________________</td>
<td>Email: _____________________________________</td>
</tr>
</tbody>
</table>

**U.S. Address:** ____________________________________________________________

<table>
<thead>
<tr>
<th>(Street)</th>
<th>(Apt#)</th>
<th>(City)</th>
<th>(State)</th>
<th>(Zip)</th>
</tr>
</thead>
</table>

**Degree (Check (✓) One):**

- [ ] BA
- [ ] BS
- [ ] 2nd Bachelor’s
- [ ] MA
- [ ] MS
- [ ] MM
- [ ] MPA
- [ ] MBA

#### LETTER REQUEST: Please select one (or more) from the following:

- [ ] Immigration Status Verification Letter
  
  Please specify if you want to include any of the following: Addressee, Passport Number, Official Program Completion Date, and SEVIS ID Number.

- [ ] On-Campus Employment Verification Letter to Request Social Security Number
  
  Please attach a copy of your employment offer letter.

**I would like the requested document(s) to be: (please select one)**

- [ ] Held in the IESC office for pick-up
- [ ] Emailed to ________________________________________________________________
- [ ] Mailed to this address: ____________________________________________________

For processing times please visit: [http://www.csun.edu/international/current-students-forms](http://www.csun.edu/international/current-students-forms). Processing times may vary during peak times. For additional information, please contact us at (818) 677-3053.

#### FOR IESC USE ONLY

- [ ] Verified Current U.S. Address
- [ ] Major in PS / SEVIS / Master Roster match
- [ ] Verified unofficial transcript in PS
- [ ] Check SEVIS for ACTIVE Status
- [ ] Updated Student Summary Page

**Letter prepared by: ____________________________ Date: __________**