



LETTER REQUEST

In order for the Office of the Registrar to process a letter request, you must complete this form and return it to our office by mail, email or in person. Unless otherwise stated, the letter will be ready within seven working days. Helpful: [How to file a PDF form](#)

Name: _____ CSUN 9-Digit ID:

Address: _____

City: _____ State: _____ Zip Code: _____ Message Phone: _____

Official university communications are sent to your CSUN email account.

CSUN email: _____@my.csun.edu

Major: _____ Check one: Undergrad Graduate

Yes, I am currently enrolled at CSUN. Number of units enrolled in: _____ No, I am not enrolled at CSUN.

When do you expect to graduate? Check one term: Fall Summer Spring Enter year: _____

LETTER SHOULD BE ADDRESSED TO:

DATE NEEDED BY: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

INDICATE PURPOSE OF LETTER: Government Employment Embassy Visa Graduation Invitation
 Other: _____

Please explain what you would like the letter to say and/or provide special instructions:

DELIVERY INSTRUCTIONS (select all that apply):

- Hold for pickup. Mail directly to addressee. Mail directly to student.
- I authorize the following person to pick up the letter for me: _____
- Email to addressee. Provide email address: _____
- Email to student. (Note: Emails will be sent to the student's CSUN email account.)

Student's Signature: _____ Date: _____

OFFICE USE ONLY - Received by

Initials: _____ Date: _____