International and Exchange Student Center (IESC)

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

Today’s Date: _______________________________ CSUN ID #: _______________________________

Last Name: ___________________________________ First Name: ______________________________

Country of Citizenship: ________________________ Major: _________________________________

Phone: (______) ______________________________ Email: ___________________________________

U.S. Address: __________________________________________________________

(Street) (Apt#) (City) (State) (Zip)

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: Address, 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. 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 match

☐ Verified unofficial transcript in PS

☐ Check SEVIS for ACTIVE Status

☐ Updated Student Summary Page

Letter prepared by: _______________________________ Date: ____________________________

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