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: ________________________________________________________________________________________________

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)
☐ Emailed to: _________________________________________________________
☐ Mailed using UEMS (eShipGlobal). To create a shipment, please go to: https://study.eshipglobal.com/register/

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 / Master Roster match
☐ Verified unofficial transcript in PS
☐ Check SEVIS for ACTIVE Status
☐ Updated Student Summary Page

Letter prepared by: ___________________________ Date: __________