

**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](mailto: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  2<sup>nd</sup> 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>. 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

FSA: \_\_\_\_\_ Date: \_\_\_\_\_