



LETTER REQUEST

In order for the Office of Admissions and Records to process a letter request, you must complete this form and return it to our office by email, fax or in person. Unless otherwise stated, the letter will be ready within 15 working days.

Name: _____ CSUN ID:

Address: _____

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

Official University communication is sent to your CSUN email:

Email: _____

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:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

TYPE OF LETTER REQUESTING:

DELIVERY INSTRUCTIONS (please select one):

- Hold for pickup.
- Mail letter to addressee.
- Email to addressee. Provide email address: _____
- Mail letter to student.
- 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: _____