Letter Request Form

Today’s Date: _____________

I would like to receive my letter by: □ E-mail attachment □ I will pick it up

Note: Letter will be completed & ready for pick up by 12 p.m. on Friday

PROFILE

LAST NAME:_____________________________ FIRST NAME:________________________

Male □ Female □

CSUC ID #:_________________________ EMAIL ________________________________

PHONE ___________________________ MAJOR ________________________________

ENROLLMENT STATUS

1. I am a: □ GRADUATE □ UNDERGRADUATE

2. What semester and year do you expect to graduate from CSU, Chico? ____________________________

TYPE OF LETTER REQUESTED

□ Verification of Enrollment. (Indicate semester) ________________________________

□ Invitation Letter for visiting relative. □ Graduation Ceremony □ Visit (Please See Back of Form)

□ Social Security Letter – Submit your job offer letter with this form.

□ Course Transfer Verification Letter (SACM) (Please See Back of Form)

□ Verification of Previous Online Courses (SACM)

Other type of letter needed:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

International Student Advising
Office of International Education
Student Services Center 440
California State University, Chico
Chico, California 95929-0680

Phone: 530-898-5415
Fax: 530-898-6889

Updated: 07/14/15
**Invitation Letter Details**

Dates of Visit: ____________ to _______________

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<th>Name</th>
<th>Passport Number or Date of Birth (mm/dd/yyyy)</th>
<th>Relationship</th>
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**Course Transfer Details**

Name of other University: ______________________________________________________

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<tr>
<th>Course Code and Number at Other University</th>
<th>Course Code and Number at CSU, Chico</th>
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