

Letter Request Form



Today's Date: _____

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

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)

Request to Take an Online Course and/or Verification of Previously Taken Online Courses (SACM)

DMV Address Verification

Other type of letter needed:

Invitation Letter Details

Dates of Visit: _____ to _____

Name <i>(as it appears in the passport)</i>	Passport Number or Date of Birth <i>(mm/dd/yyyy)</i>	Relationship

Course Transfer Details

Name of other University: _____

Course Code and Number at Other University	Course Code and Number at CSU, Chico	For OIE Use:	
		Articulated (Per Assist)	Faculty Approved