Center for International Education
Letter Request Form

Please print clearly and complete the entire form. An incomplete request form cannot be processed. Return this form to the Center for International Education. It will take up to five working days to process this request.

Name: Last __________________ First __________________ Net ID: __________

Country of Citizenship: ____________________________ Current Immigration Status: __________

I am requesting a letter for:
( ) Permission to accept on-campus employment
( ) My application to the Social Security Administration [Limit: 1 Original]
   (Please provide copy of job offer letter)
( ) Enrollment Verification
   ( ) Con Current Enrollment: if you plan to take classes in other institutes
   ( ) Estimated Tuition
( ) Invitation of family members (to apply for tourist visa)
   Is purpose of the visitor visa to attend your graduation ceremony? Yes ____ No ____
   If yes, circle degree you will be awarded: B.A. B.S. M.A. M.S. / ____________
   Date of graduation ceremony: June – _______
                                (List major)

If you are requesting a letter of invitation, please list the names and dates of birth of invited family members as they appear in their passports and their relationship to you, below:

( ) I would like each name listed on a separate letter [Limit: 2 Originals]
( ) I would like all names to appear on one letter [Limit: 2 Originals].

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>DATE OF BIRTH (MM/DD/YYYY)</th>
<th>RELATIONSHIP</th>
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Your Current Address:                                          Number of originals requested: _________

Street: ___________________________________________________ ( ) I will pick up the letter
Apt.: ___________________________________________________
City: _____________________________________________________ ( ) Mail the letter to the address below (U.S. only)
State: __________________________ Zip: _______________

I certify that the information I have supplied is true and correct.

_________________________ ___________________________ @horizon.csueastbay.edu
Signature             Date              Phone Number

Updated 6/19/2015
**If you need more specific information in the letter, please write your request below. CIE will determine if your request can be accommodated.**