



Letter Request Form

Please complete and return to CIE at cie@csueastbay.edu. Processing time is currently 2-4 days

Name: Last _____ First _____

Net ID: _____ Immigration Status: ☐ F-1 ☐ J-1 OPT: ☐ Yes ☐ No

Current Address: _____

Phone: _____ Email: _____@horizon.csueastbay.edu

I am requesting a letter for:

☐ **Social Security Administration** {Limit 1 original}- Must provide a copy of official job offer letter

☐ **Enrollment Verification**

- ☐ Concurrent Enrollment: if you plan to take classes at another college/university
- ☐ Estimated Tuition
- ☐ No Objection Letter (for visa purposes)

We will email your letter to your horizon email account.

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

Signature

____/____/_____
Date mm/ dd/ yyyy