

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:

Permission to accept on-campus employment

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

Enrollment Verification

Concurrent Enrollment: if you plan to take classes at another college/university

Estimated Tuition

Invitation Letters- CIE will no longer produce invitation letters. Please review our [Invitation Letter Guide & Sample](#) to produce your own invitation letters.

Delivery Options (Please select ONLY 1)

In person pickup at CIE during office hours

I will pick it up myself

I give permission named here to pick it up on my behalf _____

Electronic – we will email your letter to your horizon email account.

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

Signature

_____/_____/_____
Date