

Letter Request Form

A scanned copy will be emailed to your horizon email account

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: _____
Street Apt City State Zip

I am requesting a letter for:

- Permission to accept on-campus employment
- My application to the 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 of family members (to apply for a tourist visa)- **Limited to 2 requests per student**
Invitation Letter Information (REQUIRED) - List the names and DOB as they appear in their passports.
 - I would like each name listed on a separate letter {Limit 1 per person}
 - I would like all names to appear on one letter {Limit 1 per group}

LAST NAME <small>**Please print/write clearly**</small>	FIRST NAME	DATE of BIRTH MM/DD/YYYY	RELATIONSHIP
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Your letter will be sent to your electronically to your Horizon email account.

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

_____/_____/_____/_____@horizon
 Signature Date Phone Email