

Letter Request Form - International Students

CSUB ID:	Phone:	Admission Term:
Student Name:		
Major:	Concentration:	

To whom should the letter be addressed?

What information do you need on the letter? *(Mark all that apply)*

	Units Accepted from Other Institutions		Change of Major:
	Units Need for Graduation		Change of Concentration:
	Expected Graduation Term		Other:

List all of the institutions you attended:

Additional Information or Comments:

Delivery Method: *(Select ONLY One)* Pick Up Send PDF to CSUB Email Mailing Address:

Requests are due on Wednesdays by 12:00pm.
 The letter will be available on Thursdays after 3:00p.m.
 *If you are sending another person to pick up the letter,
 you must submit a Student Consent form along with this form.

Office Use Only	
Received Date:	Time: