



# Letter Request Form

Please complete and return to CIE at [cie@csueastbay.edu](mailto: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 copy of 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)

**Invitation Letters**- Please review our [Invitation Letter Guide & Sample](#) to produce your own invitation letters.

### Delivery Options (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.

\_\_\_\_\_

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