

1. Student Information ***Please write clearly***					
Family Name:			Given Name:		
Student ID#:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	Cell #:	Home Phone #:	
E-mail:		Visa Type: <input type="checkbox"/> F-1 <input type="checkbox"/> J-1		Are you on OPT?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
US address:			Apartment number and letter (if any):		
City:		State:		Zip Code:	
Major:					
Degree: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Exchange Student <input type="checkbox"/> Visiting Scholar <input type="checkbox"/> ELP <input type="checkbox"/> Study Abroad in the USA					

Documents will be ready after 12pm on the 5th business day of your request.

2. Purpose of Letter			
<input type="checkbox"/> Regular Includes: *Level *Major *Degree *Units Enrolled *Status	<input type="checkbox"/> Specification of Classes *PAWS report must be attached to this form	<input type="checkbox"/> Graduation Date *Graduate check must be completed first	<input type="checkbox"/> Tuition Payment __ Already Paid __ Upcoming Payments How many quarters: _____
<input type="checkbox"/> Visa <input type="checkbox"/> DMV	<input type="checkbox"/> Family Invite *Family Information Form must be completed	<input type="checkbox"/> Social Security Letter *Job offer letter must be included	<input type="checkbox"/> New Acceptance Letter Initial Major: _____ New Major: _____
<input type="checkbox"/> Other: (please explain)			

3. Pick Up Method
<input type="checkbox"/> I will pick up my document at CISP <input type="checkbox"/> E-mailed <input type="checkbox"/> Mail via eShipGlobal <input type="checkbox"/> Mail via regular mail <input type="checkbox"/> I authorize _____ to pick up my document on my behalf.

4. Signature: _____	Today's date: _____
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Office Use Only:	Completed by: _____ Date: _____
Current enrollment : _____ units	
Address : <input type="checkbox"/> Same <input type="checkbox"/> Needs Update Health Insurance expires: _____	
Comments: _____	
<div style="float: right;"> DSO Use: SEVIS REGISTRATION: _____ DATE: _____ <small>MM/DD/YYYY</small> </div>	