International Programs and Global Engagement (IPGE)
International Student Letter Request Form

All letter requests will be available the next business day after 3:30pm. Please plan accordingly.

Date (mm/dd/yy): ____________
First Name: _______________________________         Last Name: _________________________________
Sac State ID #: ______________________       SEVIS ID # (optional): ________________________
E-mail address: _______________________________           Telephone #: (___) __________________________

☐ Travel signature (attach I-20 or DS-2019) *Please request travel signatures at least 2-6 weeks in advance, but no earlier.
☐ Travel letter

☐ SSN letter (Request only if you are also seeking work authorization for your first job)
  ☐ CPT
  ☐ OPT
  ☐ On-campus employment

☐ Work authorization – UEI
☐ Work authorization – ASI
☐ Work authorization – Other on-campus office: ______________________
  (Attach Student Employment Personnel Transaction Form with IPGE signature line)

☐ Non-degree (J-1) certificate of completion
  ☐ Exchange student
  ☐ Visiting scholar

☐ Budget letter (This letter is an estimate of your tuition and health insurance expenses for an academic semester)
  ☐ Semester: ________________                        # of units: ______

☐ Concurrent enrollment Authorization
  ☐ American River College  ______  ☐ Folsom Lake College  ______
  ☐ Sacramento City College  ______  ☐ Sierra College  ______
  ☐ Cosumnes River College  ______  ☐ Other: ____________

Signature:____________________________________________ (By signing, I affirm that I am the above mentioned student and I agree to receive my own document once complete. IPGE requires a written authorization from the requestor to issue documents to third parties i.e. friends and family members.)