



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 Information

Date of departure: _____
Date of return: _____
Destination(s): _____

- 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 Fall Spring
- Work authorization – ASI Winter Summer
- 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: _____

- | | | | |
|--|-------------------|--|-------------------|
| <input type="checkbox"/> Concurrent enrollment Authorization | # of units | | # of units |
| <input type="checkbox"/> American River College | _____ | <input type="checkbox"/> Folsom Lake College | _____ |
| <input type="checkbox"/> Sacramento City College | _____ | <input type="checkbox"/> Sierra College | _____ |
| <input type="checkbox"/> Cosumnes River College | _____ | <input type="checkbox"/> 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.)

For IPGE Office Use Only	
Received by (initials): _____	Time: _____
Completed by (initials): _____	Date: _____