THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS

Certificate of Enrollment Request

This form is used to request that the Office of International Programs (OIP) sends a printed verification of enrollment in the International Programs to an organization or institution for a current or former participant. Unless requested below, certificates will include the student's complete name and program information including the student's study center, CSU campus, and calendar or academic year (or terms) of participation.

Instructions: Complete this form and provide your signature below with the date that you signed the form. Submit the completed form to the OIP by scanning and emailing the form to IPacademics@calstate.edu, or faxing the form to (562) 951-4983, or mailing the form to the address at the bottom of this form. Allow two to three weeks for the certificate to be prepared and sent. Keep a copy of the completed form for your records.

1. Student's name: _____
   LAST NAME FIRST NAME MIDDLE NAME
2. CSU campus: _____
3. Study center: _____
4. Academic/calendar year of participation: _____
5. Purpose of request (e.g. insurance, loan, etc): _____

_____

6. List any personal information that should be included in the certificate and provided to the organization listed below (e.g. date of birth, social security number, etc.).

_____

_____

7. Date when certificate is needed: _____
   MONTH DAY YEAR
8. Name of organization and address where certificate should be sent:

   Organization: _____

   Address: _____

   _____

   Attention: _____ Fax number: _____

9. Special instructions to the OIP:

10. By signing below, I hereby give OIP permission to release my program and personal information (as provided in this request) to the organization listed above.

    Student's signature: _____

    Date signed: _____
    MONTH DAY YEAR

For Office Use Only
Date received: _____
Enrollment verified: _____
Date COE was sent: _____

Office of International Programs, CSU Office of the Chancellor
401 Golden Shore, 6th Floor, Long Beach, CA 90802-4210 USA
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