

# Letter Request

Use this form when requesting letters from the DSO.

Semester:    Spring    Summer    Fall      Year: \_\_\_\_\_

**Please check the box that applies to your needs:**

Letter for a California Driver's License or California ID

Invoice Letter

(Fees include tuition, books, health center fees, capital outlay fees, non-resident fees, student center fees, and mandatory health insurance fees for requested semesters.)

Enrollment Verification

Letter for an apartment

Letter for a bank account

Letter for a cell phone

Letter for On-Campus Employment

Do you also need a SSN Letter to start your employment?    Yes    No

Letter to buy a vehicle

Concurrent Enrollment Letter (Must have counselor approval and SEP)

Other (please specify) \_\_\_\_\_

\_\_\_\_\_  
Student Name (Last, First)

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**OFFICE USE ONLY**

Date Received \_\_\_\_\_

Action taken by DSO:  
\_\_\_\_\_