



Sponsored Student Letter Request

Section A: To be completed by the student:

Last Name:	First Name:
CSU Student ID #:	Student E-mail Address:

Section B: Sponsor Advisor Information

Last Name:	First Name:
Advisor E-mail Address:	

Section C: CSU Academic Advising Information

Academic Major/Program:	
CSU College:	Sponsored Student ID#:

Section D: Sponsor Letter Type

Sponsor Letter Type and Content	Sponsor Letter Source
<input type="checkbox"/> Online Course Permission <i>Letter must include:</i> <ul style="list-style-type: none"> Name of Course, Number, & Credit Hours Semester & year course registered, reason for taking online course Previous online hours, courses title, credits hours, & year enrolled Previous online hours, courses title, credits hours, & year enrolled Is the online course the only option for the student? Is the online course the only option for the student? Is the course offered Face to Face? 	Academic Advisor
<input type="checkbox"/> Scholarship Extension & Academic Progression <i>Letter must include:</i> <ul style="list-style-type: none"> Total credit hours for degree completion Hours completed, hours remaining, number of hours transferred Expected date of graduation, number of courses, hours, credits, and years enrolled 	Academic Advisor
<input type="checkbox"/> Change of Major <i>Letter must include:</i> <ul style="list-style-type: none"> Admission to new major, Number of hours transferred to new major Remaining hours to complete new major 	Academic Advisor
<input type="checkbox"/> Cross Enrollment <i>Letter must include:</i> <ul style="list-style-type: none"> Credits from other university are approved and transferable Reason for cross enrollment 	Academic Advisor
<input type="checkbox"/> Conference Attendance/Study Abroad <i>Letter must include:</i> <ul style="list-style-type: none"> Conference is directly related to the students major and approved by advisor 	Faculty Advisor
<input type="checkbox"/> Tutoring <i>Letter must include:</i> <ul style="list-style-type: none"> Instructor of course recommending the need for tutoring 	Course Instructor
<input type="checkbox"/> Degree Confirmation <i>Letter must include:</i> <ul style="list-style-type: none"> Confirmation that degree was completed and date of completion. 	Campus 411 / All-in-One



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- All requests for a Sponsor letter must include this completed Form; letter requests that do not include this Form will not be processed.
- All Sponsor Letters must be printed on University letterhead and signed in blue ink.
- All letter requests should be dropped off in person at the Sponsor Letter Source Office.
- Sponsor Letters will be sent directly to the student via email attachment (PDF).
- Sponsor students must send the letter via email attachment via the Sponsor web portal.

Please allow 2 business days (48 hours) for this letter request to be processed.