



PACIFIC STATES UNIVERSITY

Student Service Request Form



Directions:

1. Fill out the form legibly and completely. Submit the form with payment.
2. Allow five (5) working days for preparation of requested document(s). NOTE: Delays in processing may occur during both grading and registration periods.
3. No service will be given to a student whose financial obligations to Pacific States University have not been satisfied. No exceptions.

STUDENT INFORMATION

Name: _____		
(Last Name)	(First Name)	(Middle Name)
Student ID Number:	Degree & Major:	
Date of Birth: (Month / Day / Year)	Country of Birth: Citizenship:	
Current Address:	Mail to:	
Telephone #:		

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I need Letter(s) of Certification of: (*FEE: \$10.00 each)	
<input type="checkbox"/> Acceptance at PSU	<input type="checkbox"/> Graduation at PSU (date graduated) _____
<input type="checkbox"/> Attendance at PSU from (dates) _____ to _____	
<input type="checkbox"/> Other (Please specify) _____	
I need photocopy(s) of my: (*FEE: \$0.50 per page)	
<input type="checkbox"/> Student I-20	<input type="checkbox"/> Affidavit of Support (I-134)
<input type="checkbox"/> Documents on file (please specify) _____	
<input type="checkbox"/> I have changed my (F-1) Student Status to (INS proof required) _____	
Method of Payment: * Expedited service (same day & pick up only) charge: Additional \$10	
Total Amount \$ _____	
<input type="checkbox"/> Personal check enclosed	
<input type="checkbox"/> Credit Card: () VISA or () MasterCard	
Credit card number: _____ expiration date ____ / ____	
<input type="checkbox"/> I will pick up document(s).	<input type="checkbox"/> Please mail document(s).

Student Signature: _____ Date Signed: _____

===== FOR OFFICE USE ONLY =====

Financial Affairs Officer:		Registrar:	
Balance Past Due:	\$	Recorded Date:	
Transcript Fee:	\$	Comments:	
Amount Paid:	\$		
Receipt #:			
Approved by:		Approved by:	