



# 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.

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### STUDENT INFORMATION

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

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<b>I need Letter(s) of Certification of:</b> (*FEE: \$3.00 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) _____	
<b>I need photocopy(s) of my:</b>	
<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) _____	
<b>Method of Payment:</b>	
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** =====

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