

East Los Angeles College

International Student Office G1-101, 1301 Avenida Cesar Chavez, Monterey Park, CA 91754

Tel: (323) 265-8796 Email: elac_iso@elac.edu

International Student Service Request

Please print clearly. Allow 5 -10 business days to process request.

Last Name		First Name		Middle Name	Birthdate (MM/DD/YY)		ELAC ID #		
Telephone:				Email:					
Physical Address:	House Number	Street			Apt. No.	City		State	Zip Code
Is this a new address?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this a new phone number?		Yes		No	

Clear any outstanding Hold on account before submitting request.

☐ **Verification Letter** (Purpose of letter) _____

☐ **Part-Time Permission Letter** (Must be registered in at least 9 units to request)
 Session: ____ Winter ____ Spring ____ Summer ____ Fall ____ 20____

School Name: _____ Requesting online courses? ☐ Yes ☐ No
 Course: _____ Course: _____
*Must submit proof of registering within 15 days of registration and **Final Grades** after completion.*

☐ **Family Visitation Letter** (Not for 1st semester student)
 Name: _____ Birthdate: _____
 Relationship to you: _____ Visit date: _____
 If applied before, list information in *Reason* below: Name, Length of time visited.

☐ **Change Major to:** _____ (See Counselor for New Student Educational Plan)

☐ **Extend I-20** (New Student Educational Plan and new financial verification)

☐ **Travel Signature** (Provide current **Continue I-20** and airline ticket)
 Traveling Dates _____ to _____ Will _____ Will not renew visa.
 Must bring new I-94 and new F-1 visa to International Student Office.

☐ Other _____

Reason / Problem (Must fill in - be specific and attach all documents):

 Student's Signature Date

Pick up documents for student (Proof of ID)

Student's Name: _____ Document: _____

Receiver's Name Signature Date