



# 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 _____