
DATE

Re: CSU STUDENT NAME
CSU STUDENT ID NUMBER
CSU STUDENT ACADEMIC MAJOR

To Whom It May Concern:

As per your request, please find information related to cross or dual enrollment for the student named above:

1. Confirm that the academic credits from the other university are approved/eligible for transfer
2. Reason for cross or dual enrollment

Should you have any questions about the information contained in this letter, please don't hesitate to contact me directly at ADVISOR EMAIL ADDRESS.

Sincerely yours,

Name

Title

Copy: CSU Center for International Services and Programs