

**Sponsored Student Letter– Change of Academic Major Request**

DATE

Re: CSU STUDENT NAME  
CSU STUDENT ID NUMBER

To Whom It May Concern:

As per your request, please find information related to the change of academic major for the student named above:

1. Name of Current Academic Program (Academic Major)
2. Name of New Academic Program (Academic Major)
3. Total CSU Credit Hours Transferred to the New Academic Major
4. Total Credit Hours Required to Complete the New Academic Major
5. Expected Date of Program Completion/Graduation

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*