

Sponsored Student Letter– Online Course Permission

DATE

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

To Whom It May Concern:

As per your request, please find information related to the online course participation for the student named above:

1. Course Name
2. Course Number and Section
3. Course Hours
4. Semester and Year the Course is to be taken
5. Reason for taking the online course
6. Is the online course the only option for the student? Yes or No
7. Is the online course also offered in an in-class format (face-to-face)? Yes or No
8. Previous online course participation (if any):
 - a. Course Name
 - b. Course Number and Section
 - c. Course Hours
 - d. Semester and Year the Course was taken

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