



If you cannot come to the Center for International Services and Programs to pick up your documents, you may authorize a family member or friend to come on your behalf.

PERSONAL INFORMATION (Owner of the document)

STATUS: ☐ F-1 or J-1 STUDENT☐ J-1 SCHOLAR or NON-STUDENT

CSU ID #:

NAME AS APPEARS ON PASSPORT:

CSU EMAIL:

TELEPHONE:

PERSONAL EMAIL (optional):

Authorization

I authorize _____ to pick up my (check boxes that apply):

(Family member or Friend's name as it appears on ID)

☐ CPT/OPT documents

☐ Other (must specify below)

Please Note: The authorized individual (family/friend) **MUST** bring this form and their valid photo ID (CSU ID, driver's license, or passport) at the time of retrieving your documents.

This form is not authorized for SSN memo pickup.

There are no exceptions to these rules.

SIGNATURE

I certify that I am giving the Cleveland State University Center for International Services and Programs permission to release the documents specified above to the authorized individual. I also certify that I understand and accept all responsibility for documents in the case that they are lost or damaged after pickup.

Signature: _____ Date: _____

This section is for CISP front desk use only:

The authorized individual retrieved the following documents:

Front Desk Staff Signature: _____

Date: _____

Document Retrieved by _____
(Full name as it appears on valid ID, please print)

Signature: _____

Date: _____