

Invitation Letter Request Form

A. Student/Scholar Information (please print)

Today's date: _____
Last name: _____ First Name: _____
Email: _____ Visa Status: _____ Citizenship: _____
Program Level: ____ undergraduate ____ graduate
Major: _____
Gender: ____ male ____ female

B. Type of letter requested: (please print)

____ General Invitation Letter
____ Graduation Invitation Letter (Must apply for graduation before request)
Date of graduation: _____

Our office will generate one letter with multiple names unless request otherwise.

C. Visitor Information as shown on his/her passport

Visitor 1

Last Name: _____
First Name: _____
Gender: _____ Date of Birth: _____ (Month/day/year)
Citizenship: _____
Relationship to student/scholar requesting letter: _____
Expected date of arrival: _____ (Month/day/year)
Length of proposed stay: _____
Profession/Title at work: _____
Employer: _____
City and Country visitor applying for visa: _____

Visitor 2

Last Name: _____
First Name: _____
Gender: _____ Date of Birth: _____ (Month/day/year)
Citizenship: _____
Relationship to student/scholar requesting letter: _____
Expected date of arrival: _____ (Month/day/year)
Length of proposed stay: _____
Profession/Title at work: _____
Employer: _____
City and Country where visitor apply for visa: _____

Please print legibly and submit this with a copy of the visitor's passport personal information page to Office of International Programs at 209 Harre Union. We will email you when the letter is ready to be picked up. Please allow 7 working days to process your request.