



# Invitation Letter Request

All Students **must** provide the following information:

_____	_____	_____
Last Name	First Name	RU ID Number
_____	_____	_____
Email address	Phone number	Visa Type or Permanent Resident
_____	_____	_____
Major	Program Start Date (month & year)	Expected Graduation Date (month & year)
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate	_____
		Country of Citizenship

**LETTER REQUEST: Complete the required information below clearly for the invitation letter.  
Pick up your letter 5 full business days after you drop off the request.**

## Request MUST be 90 days before travel

Invitation Letters are for **IMMEDIATE FAMILY ONLY (NO EXCEPTIONS)** Mother, Father, Siblings, and Grandparents.

- I understand that the letter I am requesting may contain personal information including my legal status.
- I understand that if I do not pick up my letter in a timely manner, I cannot request the same letter again.
- I understand that if I give incorrect information it will take an additional 5 business days to receive an updated letter.
- I understand that I must send a written request to OIP for anyone other than myself to pick up my letter.

Please indicate if each visitor will need a separate letter or if all can be included in one letter.

Individual invitation letters  
 Combined letter with all visitor information

Date(s) of visit: \_\_\_\_\_

1.

\_\_\_\_\_

Last Name(surname)---as spelled in passport

\_\_\_\_\_

First Name---as spelled in passport

\_\_\_\_\_

Relationship to you

\_\_\_\_\_

Date of Birth (mm/dd/yy)

\_\_\_\_\_

Country of Citizenship

TURN OVER FOR ADDITIONAL PEOPLE →

**VISITOR INFORMATION:**

2.

\_\_\_\_\_  
Last Name(surname)---as spelled in passport

\_\_\_\_\_  
First Name---as spelled in passport

\_\_\_\_\_  
Relationship to you

\_\_\_\_\_  
Date of Birth (mm/dd/yy)

\_\_\_\_\_  
Country of Citizenship

3.

\_\_\_\_\_  
Last Name(surname)---as spelled in passport

\_\_\_\_\_  
First Name---as spelled in passport

\_\_\_\_\_  
Relationship to you

\_\_\_\_\_  
Date of Birth (mm/dd/yy)

\_\_\_\_\_  
Country of Citizenship

4.

\_\_\_\_\_  
Last Name(surname)---as spelled in passport

\_\_\_\_\_  
First Name---as spelled in passport

\_\_\_\_\_  
Relationship to you

\_\_\_\_\_  
Date of Birth (mm/dd/yy)

\_\_\_\_\_  
Country of Citizenship

5.

\_\_\_\_\_  
Last Name(surname)---as spelled in passport

\_\_\_\_\_  
First Name---as spelled in passport

\_\_\_\_\_  
Relationship to you

\_\_\_\_\_  
Date of Birth (mm/dd/yy)

\_\_\_\_\_  
Country of Citizenship

**Do Not Write Below This Space – Comments for OIP Staff ONLY!**

\_\_\_\_\_ Request Completed on \_\_\_\_\_

\_\_\_\_\_ Requested More Info on \_\_\_\_\_

\_\_\_\_\_ Cannot Complete Request (reason): \_\_\_\_\_

**OIP Comments:**