

**VERIFICATION OF STUDENT STATUS FOR ISSUANCE OF  
LETTER OF INVITATION**

Date: \_\_\_\_\_

This is to verify that \_\_\_\_\_ is working towards a  
*name of student*

\_\_\_\_\_ degree in \_\_\_\_\_ . He/She is taking  
*department*

\_\_\_\_\_ units and is a registered full-time student for\_\_\_\_\_.  
*number of units* *which quarter*

The expected graduation date is \_\_\_\_\_.

\_\_\_\_\_  
*Name/ Signature of dept. administrator*

\_\_\_\_\_  
*Department*

\_\_\_\_\_  
*Phone*

**Instructions to student:**

This form should be completed by department administrator or advisor.

For Letter of Invitation, submit this completed form along with completed Request for Letter of Invitation form at upstairs front desk of I-Center. The Letter of Invitation will be ready for you to pick up within 5 days.