

# INTERNATIONAL FAMILY INVITATION LETTER



Letters are processed in a minimum of 2 business days for a charge of \$5.00 per letter.  
Contact Enrollment Services for same-day (by close of business day) availability, as it is not guaranteed.  
Letters processed same-day (by close of business day) are a charge of \$20.00 per letter.

## **Student Information**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

## **Type of Letter (choose one):**

Commencement Invitation

Invitation to Campus (issued to currently enrolled students only)

<b><u>Invitation Letter Guest Information</u></b>	<b><u>Delivery Method:</u></b>
Guest #1 Name: _____	Number of Letters Requested: _____
Guest #2 Name: _____	Pick up at One Stop Center
Guest #3 Name: _____	Email to: _____
Guest #4 Name: _____	Fax to: (_____) _____
Guest #5 Name: _____	Mail this letter to the address indicated below:
Guest(s) Country: _____	Name _____
	Address Line 1 _____
	Address Line 2 _____
	City _____
	State _____ ZIP _____
	Country _____

Student Signature (authorizes letter) \_\_\_\_\_ Date \_\_\_\_\_  
(Handwritten signature required)

<b><u>AUTHORIZATION AND PAYMENT</u></b>	<b><u>BILLING ADDRESS AND SIGNATURE (required if card is not present)</u></b>
Check enclosed	Billing Address _____
Visa    MasterCard    Discover    American Express	City _____ State _____
Credit Card Number _____	ZIP Code _____
Exp. Date _____	Signature of credit card holder _____
Amount authorized to be charged \$ _____	Date _____
<b>Office Use Only</b>	
Charges Processed: Date: _____ Initials: _____ Letter Sent: Date: _____ Initials: _____	

Updated 1/18/2022