

GLOBAL AND INTERNATIONAL STUDENTS

WRITING A GRADUATION INVITATION LETTER

The U.S. Department of State Consular Affairs division indicates that the invitation letter should come from you as support letters from the institution are not considered in these cases. We therefore recommend drafting a personal letter to invite a friend or family member to visit you for the graduation ceremony. This letter may be taken by your friend or family member to their visa interview as a supporting document.

You can compose two versions of the letter, one in your own language and one in English. If more than one friend or family member will be visiting at the same time, you should write one letter for each visitor.

Our graduation team in the Office of the Registrar must receive the request for your graduation application verification letter at least 30 days before the graduation ceremony. Please send your request to graduation@csc.edu

Your invitation letter should include, but is not limited to the following:

- ◆ Your own name and immigration status in the United States.
- ◆ Name and date of birth of your visitor.
- ◆ Your relationship with the visitor (parent, sibling, aunt, uncle, friend, etc.).
- ◆ Reason for the visit (to attend graduation ceremony).
- ◆ Approximate arrival and departure dates of the visitor.
- ◆ How the visitor will be financially supported during the visit. If you will be supporting the visitor during their time in the United States, it is recommended you provide a current copy of your bank statement showing that sufficient funds are available for living expenses.
- ◆ State that the visit is temporary and that the visitor will be returning home by the specified departure date. The visitor should also be prepared to provide evidence of his or her intention to return home, such as proof of continuing employment, proof of property ownership, or evidence of any other compelling reason for needing to return home.

You may also provide your visitor(s) with a **copy of your:**

- ◆ Immigration Document that serves as proof of your current immigration status in the US.
- ◆ Degree Audit Report, if you are a student. This can be obtained through Student Self-Service.

Please contact the Graduation team at graduation@csc.edu with any questions.

Graduation
Office of the Registrar
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