

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 Term Applied: _____
- Invitation to Campus (issued to currently enrolled students)

<p><u>Invitation Letter Guest Information</u></p> <p>Guest #1 Name: _____</p> <p>Guest #2 Name: _____</p> <p>Guest #3 Name: _____</p> <p>Guest #4 Name: _____</p> <p>Guest #5 Name: _____</p> <p>Guest(s) Country: _____</p>	<p><u>Delivery Method:</u></p> <p>Number of Letters Requested: _____</p> <p><input type="checkbox"/> Pick up at One Stop Center</p> <p><input type="checkbox"/> Email to: _____</p> <p><input type="checkbox"/> Fax to: (_____) _____</p> <p><input type="checkbox"/> Mail this letter to the address indicated below:</p> <p>Name _____</p> <p>Address Line 1 _____</p> <p>Address Line 2 _____</p> <p>City _____</p> <p>State _____ ZIP _____</p> <p>Country _____</p>
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Student Signature (authorizes letter) _____ Date _____
(Handwritten signature required)

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