

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 _____
 Commencement Invite Invite to Campus (issued to currently enrolled students only)

<p>Invitation Letter #1</p> <p><u>Delivery Method for Invitation 1:</u></p> <p>Guest 1 Name: _____</p> <p>Guest 2 Name: _____</p> <p>Guest 3 Name: _____</p> <p>Guest(s) Country: _____</p>
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<p>Invitation Letter #2</p> <p><u>Delivery Method for Invitation 2:</u></p> <p>Guest 1 Name: _____</p> <p>Guest 2 Name: _____</p> <p>Guest 3 Name: _____</p> <p>Guest(s) Country: _____</p>
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Delivery Method: Number requested: _____

- Pick up at One Stop Center
- Fax this letter to: (_____) _____
- Mail this letter to the address indicated below:

Name _____
 Address Line 1 _____ Address Line 2 _____
 City _____ State _____ ZIP _____

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

Student Signature* (authorizes letter) _____ **Date** _____

*Handwritten Signature Required