

# LETTER OF INVITATION REQUEST FORM

Office of International Student Services

One South Avenue \* Post Hall Room 203 \* Garden City \* New York \* 11530

516.877.4990 \* Fax: 516.877.3148 \* internationalstudentservices@adelphi.edu \* iss.adelphi.edu

## Letter of Invitation Request Form

Please complete the following information and return form to the Office of International Student Services for processing. You must allow 5 business days for your letter to be issued. Once letter is issued by International Student Services you will be contacted in order to pick up the letter and mail it to your guest being invited. You must write clearly and neatly.

Date Letter Requested: \_\_\_\_\_ Number of Letters Needed: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

Student's name (as on I-20): \_\_\_\_\_ Student's ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Program Major: \_\_\_\_\_ Program Level: \_\_\_\_\_

### Please list the following for each person being invited:

#### Person 1:

Family, Surname: \_\_\_\_\_ Given, First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Relationship to Student: \_\_\_\_\_ Embassy City: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Invitation Reason: \_\_\_\_\_ Graduation \_\_\_\_\_ Visit \_\_\_\_\_ Other \_\_\_\_\_

#### Person 2:

Family, Surname: \_\_\_\_\_ Given, First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Relationship to Student: \_\_\_\_\_ Embassy City: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Invitation Reason: \_\_\_\_\_ Graduation \_\_\_\_\_ Visit \_\_\_\_\_ Other \_\_\_\_\_

#### Person 3:

Family, Surname: \_\_\_\_\_ Given, First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Relationship to Student: \_\_\_\_\_ Embassy City: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Invitation Reason: \_\_\_\_\_ Graduation \_\_\_\_\_ Visit \_\_\_\_\_ Other \_\_\_\_\_

#### Person 4:

\_\_\_\_ Family, Surname: \_\_\_\_\_ Given, First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Relationship to Student: \_\_\_\_\_ Embassy City: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Invitation Reason: \_\_\_\_\_ Graduation \_\_\_\_\_ Visit \_\_\_\_\_ Other \_\_\_\_\_