

Today's Date _____

REQUEST FOR A COMMENCEMENT INVITATION

A **Commencement Invitation** letter is written by the director of International Student Services to the relatives or other guests that you would like to invite to Commencement (held in spring of each year). This letter will not be addressed or sent to the U.S. Embassy in one's home country but rather issued to you to send to your invitees.

It is your responsibility to send this letter to your guests. We recommend this letter be sent IN SUPPORT OF a personal invitation letter written by you to your invitees.

Please submit this completed form either in person at ISS or via email to international@case.edu.

Student's Name: _____ Gender: Male / Female

Telephone: _____ Email: _____

Department: _____ Degree: _____

I have registered in SIS for graduation for _____, _____.
(Spring, Summer, Fall) Year

I would like to invite the following to attend the University commencement held in Spring, _____.
(year)

NAME (In English):	Relationship (ie mother, father):	Gender (M, F)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If requesting multiple letters for additional family/guests: group the family/guests by address. List additional names/addresses on the back of this form. ***Please note if any guests are under 18 with an * next to their name(s).***

Invitee's Home Address (**in English**):

I would like to request _____ copies of the same letter as my family/guest may have to apply for their visas separately.

Signature _____ Date _____

Notes:

*Commencement invitation requests will not be accepted by ISS prior to Fall Break.

*Your request will take approximately **5 business days** to process. You will receive a draft of the letter(s) to review/correct via email before the letter is printed and made available for you to pick up. **A 2nd email will be sent to confirm when the letter has been printed and is available to pick up.**

*If you are inviting multiple family members your invitation letter will be automatically addressed to your parent(s).