



Office of International Education
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INTERNATIONAL VISITOR INVITATION REQUEST FORM

SECTION A: General Information – Student Making Request				
LAST (FAMILY) NAME IN PASSPORT			FIRST NAME IN PASSPORT	
GENDER	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	DATE OF BIRTH (MM/DD/YYYY): ____/____/____	UC ID #
CURRENT U.S. PHONE NUMBER			CAMPUS EMAIL ADDRESS* @UTICA.EDU	
Local Address				
Address Line 1				
Address Line 2, if any				
City				
Postal Code				

*OIE sends all official communications, including important information about your immigration status, to your official @utica.edu email address which the University automatically forwards to the preferred email address listed in [Bannerweb](#). It is important that you maintain your preferred utica.edu address and check it regularly.

SECTION B: Academic Information
EDUCATIONAL LEVEL <input type="checkbox"/> IELP <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate <input type="checkbox"/> Other _____ DEGREE: _____
MAJOR(S):

SECTION C: Please Indicate Document(s) Needed:
<input type="checkbox"/> Letter of Invitation to attend Commencement Ceremony – Date of Ceremony: _____ <input type="checkbox"/> Letter of Invitation for Other Purpose (Describe and Include Date): _____

SECTION D: Visitor Information
Please provide the following information for each visitor for whom you are requesting an invitation letter. If more space is needed, please attach an additional sheet of paper. Please print clearly.

	Visitor 1	Visitor 2	Visitor 3
Family Name from passport			
First, Middle Name from passport			
Relationship to Student			
Passport #			
Country of Passport			
	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Male

I will pick up my documents myself. Please mail originals to address above. Please scan and email to address above.

I hereby authorize the release of any information necessary for this request.

Signature: _____ Date: _____

If all information is included, letters will normally be prepared in 3-4 business days.

