



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* <span style="float: right;">@UTICA.EDU</span>	
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. <b>Please print clearly.</b>

	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.**

