

# Letter of Invitation Form

Today's Date: \_\_\_\_\_ Student name: \_\_\_\_\_ Check One: \_\_\_ Male \_\_\_ Female  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_ Major: \_\_\_\_\_  
Check One: \_\_\_ Undergraduate \_\_\_ Graduate

## Complete for each person a letter is being requesting (Please print)

Please complete **ALL** required information and return this form to the International Student Services Office if you would like to request a written Letter of Invitation for family members or friends to visit Hays. An individual letter will be prepared for each person. You will be **EMAILED** when your letter(s) are ready to be picked up. Please allow 3 business days.

Reason for visit (attend graduation, visit you, etc.): \_\_\_\_\_

1. First/given name: \_\_\_\_\_  
Last/family name \_\_\_\_\_  
How person is related to you \_\_\_\_\_  
Embassy City person will get visa from \_\_\_\_\_  
Embassy address \_\_\_\_\_  
Date of visa appointment \_\_\_\_\_  
Arrival date \_\_\_\_\_ Departing date \_\_\_\_\_  
Check one: \_\_\_ Male \_\_\_ Female

2. First/given name: \_\_\_\_\_  
Last/family name \_\_\_\_\_  
How person is related to you \_\_\_\_\_  
Embassy City person will get visa from \_\_\_\_\_  
Embassy address \_\_\_\_\_  
Date of visa appointment \_\_\_\_\_  
Arrival date \_\_\_\_\_ Departing date \_\_\_\_\_  
Check one: \_\_\_ Male \_\_\_ Female

2. First/given name: \_\_\_\_\_  
Last/family name \_\_\_\_\_  
How person is related to you \_\_\_\_\_  
Embassy City person will get visa from \_\_\_\_\_  
Embassy address \_\_\_\_\_  
Date of visa appointment \_\_\_\_\_  
Arrival date \_\_\_\_\_ Departing date \_\_\_\_\_  
Check one: \_\_\_ Male \_\_\_ Female

4. First/given name: \_\_\_\_\_  
Last/family name \_\_\_\_\_  
How person is related to you \_\_\_\_\_  
Embassy City person will get visa from \_\_\_\_\_  
Embassy address \_\_\_\_\_  
Date of visa appointment \_\_\_\_\_  
Arrival date \_\_\_\_\_ Departing date \_\_\_\_\_  
Check one: \_\_\_ Male \_\_\_ Female