

**REQUEST FOR A COMMENCEMENT INVITATION**

A Commencement Invitation 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. It is your responsibility to follow ISS instructions\* while your request is being processed, collect the letter promptly when notified, and 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.

To be eligible for a Commencement Invitation, you must submit the following either in-person to ISS or via email ([international@case.edu](mailto:international@case.edu)):

- this completed form and
- verification, printed from SIS, showing that you've applied for graduation

Students who are unable to submit the above requirements may request a letter of good standing for commencement purposes.

**TO BE COMPLETED BY THE STUDENT**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Family name First name (Given Name) (CWRU Student ID, ie 1234567) (Month/Day/Year)

Gender:  Male  Female E-mail address \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Degree \_\_\_\_\_

I have registered in SIS for graduation for \_\_\_\_\_, \_\_\_\_\_.  
Spring, Summer, or Fall Year

I would like to invite the following guests to attend the university commencement held in Spring, \_\_\_\_\_:  
Year

All guest information must be provided in English. Guests whose addresses are indicated as the same will be included in one letter unless you indicate, by marking # next to their names, that they need separate letters. Guests under the age of 18 should have their information listed in the same column as the family member with whom they'll be traveling. If you are inviting more than 4 guests or need additional space, please submit an additional form and verification printed from SIS showing that you've applied for graduation.

	Guest 1	Guest 2	Guest 3	Guest 4
Name (first name family name)				
Relationship (ie mother, father)				
Gender (M / F)				
Home Address				

I would like to request \_\_\_\_\_ copy/copies of each requested invitation.

Notes:

\*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 final letter(s) is printed and made available for you to pick up. **A 2<sup>nd</sup> email will be sent to confirm when the letter(s) has been printed and is available to pick up.**