



Invitation Letter Request

All Students **must** provide the following information:

_____		_____
Last Name	First Name	RU ID Number
_____		_____
Email address	Phone number	Visa Type or Permanent Resident
_____		_____
Major	Program Start Date (month & year)	Expected Graduation Date (month & year)
Male	Graduate	_____
Female	Undergraduate	Country of Citizenship

**LETTER REQUEST: Complete the required information below clearly for the invitation letter.
Pick up your letter 5 full business days after you drop off the request.**

Request MUST be 90 days before travel

Invitation Letters are for **IMMEDIATE FAMILY ONLY (NO EXCEPTIONS)** Mother, Father, Siblings, and Grandparents.

- I understand that the letter I am requesting may contain personal information including my legal status.
- I understand that if I do not pick up my letter in a timely manner, I cannot request the same letter again.
- I understand that if I give incorrect information it will take an additional 5 business days to receive an updated letter.
- I understand that I must send a written request to OIP for anyone other than myself to pick up my letter.

Please indicate if each visitor will need a separate letter or if all can be included in one letter.

Individual invitation letters

Date(s) of visit: _____

Combined letter with all visitor information

1.

Last Name(surname)---as spelled in passport

First Name---as spelled in passport

Relationship to you

Date of Birth (mm/dd/yy)

Country of Citizenship

VISITOR INFORMATION:

2.

Last Name(surname)---as spelled in passport

First Name---as spelled in passport

Relationship to you

Date of Birth (mm/dd/yy)

Country of Citizenship

3.

Last Name(surname)---as spelled in passport

First Name---as spelled in passport

Relationship to you

Date of Birth (mm/dd/yy)

Country of Citizenship

4.

Last Name(surname)---as spelled in passport

First Name---as spelled in passport

Relationship to you

Date of Birth (mm/dd/yy)

Country of Citizenship

5.

Last Name(surname)---as spelled in passport

First Name---as spelled in passport

Relationship to you

Date of Birth (mm/dd/yy)

Country of Citizenship

Do Not Write Below This Space – Comments for OIP Staff ONLY!

_____ Request Completed on _____

_____ Requested More Info on _____

_____ Cannot Complete Request (reason): _____

OIP Comments: