LETTER OF INVITATION REQUEST FORM
Office of International Student Services
One South Avenue * Post Hall Room 203 * Garden City * New York * 11530
516.877.4990 * Fax: 516.877.3148 * internationalstudentservices@adelphi.edu * iss.adelphi.edu

Letter of Invitation Request Form

Please complete the following information and return form to the Office of International Student Services for processing. You must allow 5 business days for your letter to be issued. Once letter is issued by International Student Services you will be contacted in order to pick up the letter and mail it to your guest being invited. You must write clearly and neatly.

Date Letter Requested: _____________ Number of Letters Needed: ____________ SEVIS ID: _____________________

Student’s name (as on I-20): ________________________________________ Student’s ID Number: ________________

Email Address: ________________________________________________ Telephone: __________________________

Program Major: ____________________________________________ Program Level: __________________________

Please list the following for each person being invited:

Person 1:
Family, Surname: ________________________________ Given, First Name: ________________________________

Date of Birth: _____________(Month) _____ (Day) _____ (Year) Gender: _____Male _____ Female

Relationship to Student: ____________________________________ Embassy City: ____________________________

Arrival Date: ___________________________ Invitation Reason: _____Graduation _____Visit ______Other
_______________________________________________________________________________________

Person 2:
Family, Surname: ________________________________ Given, First Name: ________________________________

Date of Birth: _____________(Month) _____ (Day) _____ (Year) Gender: _____Male _____ Female

Relationship to Student: ____________________________________ Embassy City: ____________________________

Arrival Date: ___________________________ Invitation Reason: _____Graduation _____Visit ______Other
_______________________________________________________________________________________

Person 3:
Family, Surname: ________________________________ Given, First Name: ________________________________

Date of Birth: _____________(Month) _____ (Day) _____ (Year) Gender: _____Male _____ Female

Relationship to Student: ____________________________________ Embassy City: ____________________________

Arrival Date: ___________________________ Invitation Reason: _____Graduation _____Visit ______Other
_______________________________________________________________________________________

Person 4:
Family, Surname: ________________________________ Given, First Name: ________________________________

Date of Birth: _____________(Month) _____ (Day) _____ (Year) Gender: _____Male _____ Female

Relationship to Student: ____________________________________ Embassy City: ____________________________

Arrival Date: ___________________________ Invitation Reason: _____Graduation _____Visit ______Other
_______________________________________________________________________________________