

Commencement Invitation Letter(s) for International Guests (Request)

Please note: Before invitation letters can be prepared and sent, you (the student) need to have filed Grad plans. Have you filed Grad Plans? _____ ("Yes" or "No." If "No," don't proceed until you've filed those with the Records Office.)

Today's date (Month/Day/Year): _____/_____/_____

Full Name: _____

BSU Tech. ID: _____

Student's e-mail: _____

Contact Telephone Number: (_____) _____ - _____

Letter(s) should be addressed to (MUST BE NEATLY PRINTED!):

| Full Name | YOUR/Graduating student's (son/daughter/etc.) relationship to the invited guest | Current Address (Street, City, Country, Postal Code) |
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Please check the following **one** (1) which applies:

- 1. I would like the graduation invitation letters to be **mailed** to the indicated address(es). Letters will be mailed via regular USPS first-class mail (not trackable).
- 2. I would like to **pick-up** the graduation invitation letters.
- 3. I would like the graduation invitation letters to be **mailed** to my current address.
(print address): _____

| For PC Office Use Only | | |
|-------------------------------|--|----------------|
| Date | | Staff Initials |
| | Mary: Check grad plan | |
| | Mary: Print out student transcript | |
| | Front desk: Prepare invitation letter(s) on BSU letterhead and envelope(s) (J:\ENROLLED STUDENT INFORMATION & COMMUNICATION\INVITATION LETTERS\COMMENCEMENT INVITATIONS) | |
| | Front Desk: Email student to verify that name(s), address (es) and relationship(s) are correct. | |
| | Cherish: Letter(s) & request for signature | |
| | Print to student's ImageNow file: request form, signed letter, and other materials | |
| | Follow student instructions checked above (mail/student pickup) | |
| | E-mail student the student the appropriate notification (If the letters were mailed or are ready for pick-up) | |
| | Update spreadsheet (J:\ENROLLED STUDENT INFORMATION & COMMUNICATION\INVITATION LETTERS\COMMENCEMENT INVITATION) | |