

**Commencement Invitation Letter: How to Prepare**

Students who are graduating from UC Riverside and need a Commencement invitation letter for visiting family members from overseas should follow the steps below. The IEC on campus has experience with non-immigrant international students and visa issuance.

**Step 1: Apply to Graduate**

You must first file your application to graduate with your college. Information on how to do this can be found at the following websites:

***Undergraduate Students:***

* [College of Humanities, Arts and Social Science (CHASS)](http://chassstudentaffairs.ucr.edu/graduation_ceremony_info/index.html)
* [College of Natural and Agricultural Sciences (CNAS)](http://cnasstudent.ucr.edu/graduation.html)
* [Bourns College of Engineering (BCOE)](http://student.engr.ucr.edu/policies/graduation.html)
* [School of Business](http://undergradbusiness.ucr.edu/directory/staff_directory.html) - Please contact your advisor for specific information

***Graduate Students***

 [Graduate Division](https://graduate.ucr.edu/graduation-procedures)

**Step 2: Write a Commencement Invitation Letter**

When inviting friends and family to visit for Commencement, you may want to send individualized letters of invitation. The letters should include the following information:

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{Date}

To Whom It May Concern:

I would like to invite , my {relationship} to visit me in Riverside, California. I am currently a full time student at the University of California, Riverside studying toward my {undergraduate or graduate} degree in . I began my studies on {month, day, year} and expect to complete my studies no later than {month, day, year}.

While visiting me, will be staying with me at my house/apartment. The address is .

Any help you can offer my {relationship}, , would be greatly appreciated. If you have any questions, please contact me at {phone number, email address}.

Sincerely,

*{Signature}*

{Your Name and Address}

**Step 3: Send Letters to Family/Friends**

After preparing your letters, attach your proof of graduation (e.g., confirmation of graduation approval, Intent to Participate confirmation, etc.) and send these letters to your prospective guests asking them to be careful with their documents and to present them as part of their request for a visitor visa to the USA.

**Step 4: Visit US Consulate or Embassy website**

Ask your guests to visit the website of the US Consulate or Embassy where they will be applying for a visa. Specific requirements for visas can vary from country to country.

Below, please read the text found at the US Department of State website

<https://travel.state.gov/content/visas/en/visit/visitor.html>

Generally, a citizen of a foreign country who wishes to enter the United States must first obtain a visa. The visa allows a foreign citizen to travel to the United States port-of-entry and request permission of the U.S. immigration inspector to enter the U.S. **The “visitor” visa is a nonimmigrant visa for persons desiring to enter the United States temporarily for business (B-1), for pleasure or medical treatment (B-2), or a combination of both (B-1/B-2) purposes.**