



## International Students & Programs Office

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### GRADUATION INVITATION LETTER: HOW TO REQUEST

Students that are graduating should complete the following steps in order to receive a graduation invitation letter from the International Center:

- ☐ 1) During your final quarter at UC San Diego, you must file for your degree and diploma. Information on how to do this can be found at the following websites:
  - Undergraduates: <http://www.ucsd.edu/current-students/academics/degrees-diplomas/degree-undergraduates.html>
  - Graduates: <http://www.ucsd.edu/current-students/academics/degrees-diplomas/degree-graduate-students.html>
- ☐ 2) You will automatically receive a UCSD diploma upon successful completion of your university and degree requirements:
  - Undergraduates: diplomas are mailed to the student's **permanent address** 3 to 6 months after the end of the quarter of graduation
  - Graduates: diplomas are mailed to the student's **permanent address** 3 to 6 months after the end of the quarter of graduation.

**NOTE:** If you do not want your diploma sent to the permanent address listed in TritonLink, you must notify the Registrar's Office directly when you apply to graduate:

- Send an email to [Registrar-AcademicRecords@ad.ucsd.edu](mailto:Registrar-AcademicRecords@ad.ucsd.edu). The subject line should read "Diplomas, ATTN: Elizabeth"
- The email should include the following information:

Dear Elizabeth,

My name is \_\_\_\_\_. My PID is A\_\_\_\_\_ I am an international student. Due to immigration regulations, my permanent address in TritonLink must be an address outside of the US; however, I would like my \_\_\_\_\_ (degree type) diploma sent to the following US address instead:

Name  
Street Address  
City, State, Zip Code

If you have any questions, I can be reached at (email address) or (phone number).

Sincerely,  
(Your Name)

- ☐ 3) Please submit the following to the International Center:
  - Letter Request Form ([http://icenter.ucsd.edu/files/ispo/LetterRequest\\_Form.pdf](http://icenter.ucsd.edu/files/ispo/LetterRequest_Form.pdf)): Check the box for "Graduation Invitation Letter" and fill in the requested information
  - Proof of graduation (e.g., department letter or copy of diploma) or degree audit from TritonLink showing that you have filed for graduation
- ☐ 5) Send the completed graduation invitation letter(s) from the International Center to each of your prospective guests asking them to be careful with this document and to present it as part of their request for a visitor visa to the USA.

- ☐ **6) 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 U.S. Department of State website ([http://travel.state.gov/visa/temp/types/types\\_1262.html](http://travel.state.gov/visa/temp/types/types_1262.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 combination of both (B-1/B-2) purposes.**

**If you have any questions or concerns, please contact the International Students & Programs Office at 858-534-3730 or [istudents@ucsd.edu](mailto:istudents@ucsd.edu).**