
Letter of Invitation for Graduation

These are the instructions to request a letter to invite a relative from another country to your graduation ceremony.

1. Send an e-mail to **hostosgraduation@gmail.com** with the subject **Letter of invitation**
 2. Write the following information about you on the e-mail:
 - a. **Your name**
 - b. **Your EMPL ID**
 - c. **Your phone number**
 3. Write the following information about your relative:
 - a. **Name of relative** (first and last name)
 - b. **Relationship to you** (example: mother)
 - c. **Country** the person is **coming from** (example: Ghana)
 4. If you are inviting more than one relative, you can include the other relative(s) on the same e-mail.
 5. Student Activities will prepare the letter(s) and send it/them to you as PDFs. It will be your responsibility to take the letter (s) to the respective embassy/consulate.
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