Letters of Invitation to Commencement
(For family members of international students seeking visas to attend commencement)

Students who are requesting a formal letter from GSAS notifying family members that
the student will receive a degree from GSAS should email Elizabeth Pomerantz at least 3
weeks in advance (studaff@fas.harvard.edu) with the following information:

- Date letter is needed by
- How you would like to receive letters (pick-up at Smith Campus Center 350 or
  mailed to parents and embassy)?
- Student’s name
- Student’s department
- Degree that will be awarded
- Whether the student has applied for the degree, has yet to apply for the degree, or
  has submitted their thesis to the Registrar’s Office
- Parent’s (or family member’s) name and titles (Mr., Mrs., Ms., Prof., etc.)
- Parent’s (or family member’s) address
- Parent’s (or family member’s) phone number
- Parent’s (or family member’s) date of birth
- Address of embassy or consulate where visas will be obtained, phone number and
  if available, name of contact person at the embassy or consulate

GSAS will send the letters by U.S. airmail. If there are special circumstances (e.g., the
family member has already made an appointment for a visa interview at the U.S.
Embassy or Consulate and the appointment is in the next two weeks), GSAS will send the
letters via Fed Ex. If GSAS is using Fed Ex, the student must supply phone numbers for
each delivery addresses. Students can also request to pick up the letters from our office
so that they may send the letters themselves.

Information about the Visitor visa can be seen on the U.S. Department of State website:
http://travel.state.gov/visa/temp/types/types_1265.html