

**REQUEST FORM FOR STUDENT INVITATION LETTER**

 **Student Instructions:**

1. **TYPE** **all required information directly onto this letter** (type in the red areas)
2. **ONE FORM PER GUEST**
3. **CHECK ACCURACY before submitting your form**
4. **E-MAIL** your completed form(s) to**:** **abs001@marietta.edu**
5. You will be contacted by return email when your letter is ready
6. Letters will be available for pickup in the Office of Academic Affairs (Irvine) Monday-Friday from 8:00 A.M. – 12:00 P.M. and 1:00 P.M. – 5:00 P.M.

 **NOTE: Hand-written requests are not accepted – submit using this form only.**

1. name of the person who will be visiting you

2. home address of the person who will be visiting you

3. (address line, continued)

4. (address line, continued)

Re: An invitation to Marietta, Ohio, United States of America

Dear family member of (student’s name):

I am pleased to invite you to Marietta, Ohio in the United States of America for the purpose of visiting (student’s name), who is an international student here at Marietta College. I understand the dates of your visit will be from (arrival month and day), 2013 through (departure month and day), 2013.

(Student’s name) has provided the following additional information about you:

Name Relationship Date of Birth Passport No.

(Name of your visitor) (to student) (visitor) (visitor)

I look forward to meeting you on our campus during your visit, and to an even greater cultural exchange between our two countries in the future.

Sincerely,

Janet Bland, Ph.D.

Provost and Dean of the Faculty