

SAMPLE LETTER: INVITATION TO FAMILY MEMBER OR FRIEND FOR YOUR GRADUATION CEREMONY

[Your own address and contact details in the UK]  
[Date]

The Entry Clearance Officer  
[Name of applicable British Embassy, British High Commission or consulate]

OR, if your visitor is a non-visa national:

The Immigration Officer  
[name of airport and terminal where your visitor will arrive]

Dear Sir or Madam

I am writing to invite my [relationship e.g. mother or friend], [full name as it appears on your visitor's passport], date of birth [date], nationality [nationality] to my University of Oxford graduation ceremony which will take place on [day/month/year/] at [time].

I am inviting them to stay with me in the UK from [date] to [date]. The address at which they will be staying at is [address of accommodation if known]

While [name of your visitor] is here, we also plan to [give details of what you will be doing if your visitor will be staying longer, for example have a holiday, visit other parts of UK]

I am currently studying/ have just finished my course at the University of Oxford and enclose copies of my passport details page and my current student visa [or Biometric Residence Permit/Identity Card for Foreign Nationals] and my student Enrolment Certificate [if applicable].

Please contact me if you need further information.

Yours faithfully

[your signature]

[your name]