

# Inviting Friends and Family to Your Graduation Ceremony

## Guidance for applicants

Please complete the attached form to enable us to produce a visa letter for your guests.

If you are unsure whether your guests require a visa to enter the UK, please refer to the International Students' Fact Sheet, 'Inviting Family and Friends to visit you in the UK' which is available from the International Student Support Office (email: [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk)) before completing this form.

**Prior to submitting this form you must ensure you have booked and paid for your guests tickets on-line via [www.ntu.ac.uk/graduation](http://www.ntu.ac.uk/graduation)**

<b>Student Full Name</b>	
<b>Student ID number</b>	
<b>Student Date of Birth</b>	
<b>Full title of course</b>	
<b>Number of guest tickets:</b>	
<b>Full name of Guest 1</b>	
<b>Date of birth of Guest 1</b>	
<b>Full Permanent address of Guest 1</b>	
<b>Full name of Guest 2</b>	
<b>Date of birth of Guest 2</b>	
<b>Full Permanent address of Guest 2</b>	
<p><b>Please confirm how you would like to receive the visa letters (only tick one):</b> <i>If by post please add your address here.</i></p> <p><input type="checkbox"/> <b>I will collect the letters from The Academic Registry</b></p> <p><input type="checkbox"/> <b>Post to the addresses above*</b></p> <p><input type="checkbox"/> <b>Post to an alternative address (please complete details in the space above)*</b></p> <p><input type="checkbox"/> <b>Please scan and email the letter to me</b></p>	<p><i>Guidance Notes for Applicants:</i></p> <p><b>*Overseas addresses:</b> <i>Letters will only be posted via standard airmail. This service is not guaranteed and can delivery times can take at least six weeks to certain destinations.</i></p> <p><i>We recommend that applicants purchase courier service at <a href="http://www.onlinestore.ntu.ac.uk">www.onlinestore.ntu.ac.uk</a></i></p> <p>Select 'Product Catalogue' from the left hand side Select 'Academic Registry', Add 'Courier' to your basket</p> <p>You will be prompted to create an account and make payment online.</p> <p>Please email this application form to: <a href="mailto:www.ntu.graduations@ntu.ac.uk">www.ntu.graduations@ntu.ac.uk</a> with your courier payment reference number</p>