



Charles R. Drew University of Medicine and Science • Office Registration and Records
 1731 East 120th Street, Los Angeles, CA 90059 Phone: (323) 563-4856 Fax: (323) 563-4837

REQUEST FOR EMBASSY LETTER – COMMENCEMENT LETTER TO EMBASSY

The following is the information needed for Office of Registration and Records to produce a letter that will be sent to the American Embassy in another country requesting consideration of visitor visas for the student’s family members who are trying to attend the commencement ceremonies of Charles R. Drew University. All of the information below is needed to complete the letter.

Last Name: _____ First: _____ MI: _____ Date: _____

Student ID: _____ Phone: _____

Student Email: _____

Degree Being Earned: (Circle One) AS BS MS Certificate Program of Study: _____

Embassy Address: _____

Names and Relationships to Students

Please list the names of the relatives we are requesting consideration for. Please include first, middle and last names. Please also specify their relationship to you:

1. _____ Relationship: _____
2. _____ Relationship: _____
3. _____ Relationship: _____
4. _____ Relationship: _____
5. _____ Relationship: _____

If you are requesting additional family members, please include their names and relationship to you on a separate sheet of paper.

Student Signature: _____ Date: _____

***Please allow a minimum of 1-week for the creation of the letter. We will send a draft of the letter to your email for your review before print it out. We will contact you will your letter is ready for pick up.**

To submit this form via email, please send form to registrar@cdrewu.edu

For Office Use Only

Processed By: _____ Date: _____