**TEMPLATE LETTERS TO INVITE FAMILY/GUESTS OVER FOR GRADUATION**

To UK Visas and Immigration {your address}

Dear Sir or Madam

My name is {……..} and I will be graduating from Manchester Metropolitan University this summer. I would like {names and relationships} to attend my graduation ceremony in Manchester in January 2021.

Information about the ceremonies can be found at [www.mmu.ac.uk/graduation](http://www.mmu.ac.uk/graduation)

My guests will be staying in the UK from {………} until {…………}. During their visit they will be staying with me at {………….} or {…………..}

I hope they will be able to visit me at this very important time.

Please contact me if you require further information.

Yours faithfully

{name}

Many international students invite family and friends to the UK for holidays or to attend graduation.

Your family or friends should first check if they need a visa to visit the UK, which they can do by completing the interactive questionnaire at <https://www.gov.uk/check-uk-visa>.  When answering the question ‘What are you coming to the UK to do?’ they should select 'Visit' ‘Tourism including visiting friends or family’.

If your family member/friend does need a visa to visit the UK, they should apply for a Standard Visitor visa.  For information on how to complete and submit the application please visit <https://www.gov.uk/general-visit-visa>.

Your family or friends will also need to include the following documents with their application:

* **Passport**
* **Two passport photographs**
* **The entry clearance fee in local currency**
* **Evidence that they have enough money to support themselves whilst in the UK, for example, bank statements, payslips, or a letter from their employer.**
* **A student status letter from the Student Hub to confirm you are enrolled at Manchester Met, or a formal letter inviting you to the graduation ceremony from** **studentservices@mmu.ac.uk**
* **A photocopy of your passport (the photograph page), current student visa or biometric residence permit. Do not send originals.**
* **A short note of invitation, which should be in a normal letter format (please see template on reverse side).**