Your invitation letter must include the following information about your family member or friend and you should write a letter for each individual if you are inviting more than one person.

- 1) Complete name
- 2) Date of birth
- 3) Address and phone number at home
- 4) Your relationship to this person
- 5) The purpose of the trip (if it is for convocation you must include the date you will graduate)
- 6) How long the person you are inviting intends to stay (include approximate arrival and leave time)
- 7) Where they will stay and how they will finance their trip
- 1) Complete name
- 2) Date of birth
- 3) Address and phone number in Canada
- 4) Where you work (if you have a job)
- 5) Your status in Canada (Student/Worker, Permanent Resident, Refugee)

It may help to have your letter notarized by a Notary Public or witnessed by a lawyer who can verify the identity of your documents. As a member CBU

lawyer and you can contact CBUSU (upstairs from the CBU Bookstore) for information on how to book an appointment.

[Your Address]	
[Your Telephone number]	
[Your email address]	
Dear Sr/Madam,	
My name is (<u>indicate your complete name</u>) and my date of birth is (<u>indicate your date of birth</u> student at Cape Breton University and have a valid Study Permit, a copy of which is attached for reference.	
I provide this letter of invitation on behalf of my parents (mother, father. other), Mr. (<u>indicate name</u>) and Mrs. (<u>indicate complete name</u>), born on (<u>indicate date of birth of father</u>) and (<u>indicate address of parents</u> , etc. telephone	
My parents (or other) are applying for a Temporary Resident Visa so that they may visit with means week/weeks/month fromtoto(indicate dates of expected vertex) as I am graduating on (indicate the date of your convocation) and it is very important to them that they be in attendance so that we may celebrate this special moment together	<u>visit to Cape</u> t to me and