



UT PERMIAN BASIN™

CENTER FOR STUDENT BELONGING AND INCLUSION

**International Students requesting a letter for family members to share with embassy for visa request appointments.
Please email your request to international@utpb.edu**

Information needed to create the letter:

Student name:

Student ID:

Student Email:

Graduation Date:

Graduation Ceremony Location:

Degree Name (ie – Bachelor's in Computer Science):

Name(s) (as appears in passport) & relationship to Student (i.e. – Mother, Father, etc.):

One letter listing all names, or individual letters requested:

One letter needed for all

Individual letters need for each person

The letter(s) will be emailed to your UTPB email. Please verify for accuracy.

Thank you,

International Student Services