

## Inviting Family or Friends to Convocation

Convocation ceremonies are held annually in June and October on the Surrey campus. Each student must apply to graduate and to attend the convocation ceremony. Application deadlines and detailed instructions are available at: [kpu.ca/graduation](http://kpu.ca/graduation).

Two guests tickets are guaranteed, with additional tickets available for download on a first come, first served basis, approximately one week prior to the ceremony at this website: [kpu.ca/convocation/tickets](http://kpu.ca/convocation/tickets).

### If your guests are coming from overseas, they must apply for authorization to enter Canada through the Immigration Canada website

If a family member or friend wants to visit you in Canada for either your convocation or just a vacation, they will need to apply for a Temporary Resident Visa (TRV). Citizens of certain countries are exempt from TRV and only require an eTA to travel to Canada. Please visit the Immigration Canada website to check whether your family member or friend needs to apply for a TRV, <http://www.cic.gc.ca/english/visit/visas.asp>

If a valid TRV is required, you can send your supporting documents to your friends or family, they can include these documents in their TRV application

#### The required documents include:

- Copy of **study permit** or **post-graduation work permit**  
*At least one of your immigration documents should be valid for the duration of the time that your family/friends intend to stay in Canada*
- Copy of your passport
- For current international students, a **Confirmation of Enrolment Letter**; for graduated international students, a PGWP letter or a **letter from your employer** confirming your job
  - An official KPU Confirmation of Enrolment can be downloaded from your Online-Self Service account. Check the following link for steps on how to print it, <http://www.kpu.ca/records/coe>
- Proof of your available funds (if you are paying for their visit)
- Letter of invitation written by you (*please see the back side of this page for a sample invitation letter*)
  - Some visa offices may require that your letter be notarized by a Notary Public. Check with the visa office that is processing the application to find out if you need to do this.
  - You must include the following information in your invitation letter:

#### About the person being invited:

- ✓ Complete name (First, Middle and Last)
- ✓ Date of birth
- ✓ The person's address and telephone number
- ✓ Your relationship to the person invited
- ✓ The purpose of the trip
- ✓ How long the person you are inviting intends to stay in Canada
- ✓ Details on accommodation and living expenses
- ✓ The date the person you are inviting intends to leave Canada

#### About Yourself:

- ✓ Complete name (First, Middle and Last)
- ✓ Date of birth
- ✓ Address in Canada
- ✓ Telephone number in Canada
- ✓ Occupation (student)

In addition, your friends/family must provide **proof of economic and social ties to their home country**. The stronger the ties, higher the chance of successfully proving they will leave Canada after their visit.

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\* This is not a legal document. Although we strive to keep this website as up-to-date as possible, information may have changed since updated.

- Examples of **economic ties** include bank statements, proof of financial investments, a letter of employment, and/or proof of property ownership, etc.
- Examples of **social ties** include evidence that family members back home depend on them for financial/other support, proof that they must return home after their visit to Canada in order to meet their social obligations to their family members or community, etc.

## Sample Invitation Letter

*The following information is only a guide. You must write the letter of invitation yourself. Some visa offices may require that your letter be notarized by a Notary Public. Check with the visa office that is processing the application to find out about this.*

Canadian Consulate General  
India

March 3, 2020

I am writing this letter to support the visitor visa application of my parents. My father, \_\_\_\_\_, (born, February 4, 1960) and my mother \_\_\_\_\_, (born January 1, 1969) and they live at 23/17, Mayfield Road, India. Their home phone is 63-153 03157.

My convocation ceremony will be taking place on June 5, 2020. I would like to invite my parents to Canada, so we can celebrate this important milestone together. They intend to stay with me at my home for three weeks, from May 22 to June 12, 2020. Housing will be provided by me and my parents will manage their living expenses.

I am currently an international student at Kwantlen Polytechnic University in Surrey. Attached is my confirmation of enrollment letter from Kwantlen, a copy of my passport and valid study permit. My date of birth is February 10, 1990. I live at 1555 – No 3 Road, Richmond, V5N 5Z9. My phone number is 604-XXX-4444 and my email address is [aman@kwantlen.net](mailto:aman@kwantlen.net) and [aman05@XXXX.ca](mailto:aman05@XXXX.ca)

Thank you in advance for consideration of my parents' application.

Sincerely,

Aman Perera

For more info, visit [www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/letter-invitation.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/letter-invitation.html)

**Any questions? Come see us!**

KPU International  
Richmond 1400, Surrey Cedar Building 1145  
[www.kpu.ca/international](http://www.kpu.ca/international)

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