

Commencement Visa Letter Request Instructions

Before we can create your Visa Letter, you need to register to attend (RSVP) the commencement ceremony. The Visa Letter process can take up to three (3) business days following receipt of your email request.

Step 1: Apply to Graduate – Only required for **graduate** students who have not yet applied to graduate
(Undergraduate students: skip to Step 2.)

File a graduation application by logging into MyOSU, <https://myosu.oregonstate.edu>

- Click on **Graduate Student**
- Under *My Graduate Degree below Graduation*, select the **Graduate Students - Apply to graduate** link
- Fill in the form as instructed

Step 2: Register/RSVP for Commencement

OSU-Corvallis Students: Register/RSVP to attend the June Corvallis ceremony by visiting <https://commencement.oregonstate.edu>. Click on the *Undergraduate Students Register Here* or *Graduate Students Register Here* link, and follow the instructions.



OSU-Cascades Students: Register/RSVP to attend the June Bend ceremony by visiting <https://osucascades.edu/commencement>. Click on the *RSVP to Walk by May 27* link, and follow the instructions.

RSVP Required to Walk in the Ceremony

OSU has a long tradition of making great effort to give each student his or her own diploma at the ceremony. Students are required to RSVP to OSU-Cascades so we know who is coming. Graduates will have assigned seating. On commencement day we will not be able to accommodate students who have not RSVP'd.

RSVP TO WALK BY MAY 27

Step 3: Email Visa Letter Request

From your OSU email account, send your Commencement Visa Letter request to karren.cholewinski@oregonstate.edu in the Office of the Registrar. In the message, be sure to include:

- Your name
- Your OSU Student ID number
- Your expected degree completion term
- Name(s) of guest(s) and their relationship to you

Once your letter is complete, the Office of the Registrar will send a pdf copy of the letter to your OSU email address.