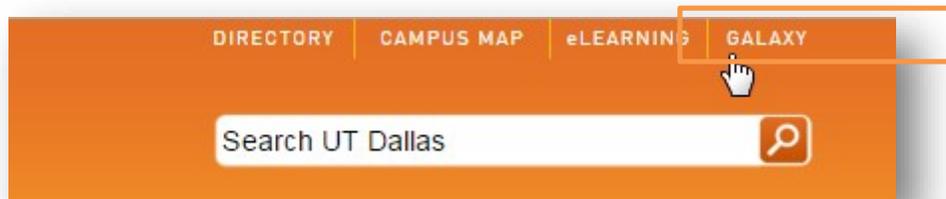


Step-by-Step Instructions on How to Create an Embassy Letter

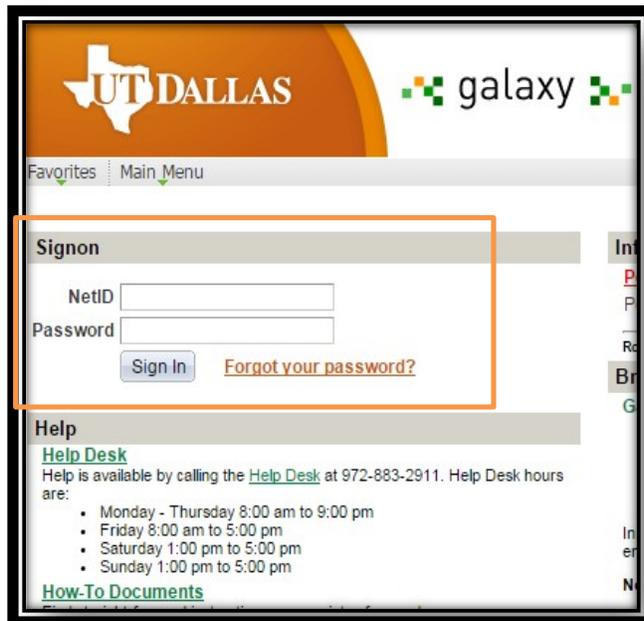
Important Reminders:

- You have to have applied for graduation before you will be able to print a letter.
- Your RSVP status must be set to "Will Attend" before you will be able to print a letter.

1. Go to utdallas.edu and select the Galaxy link in the top right hand corner of the home screen.



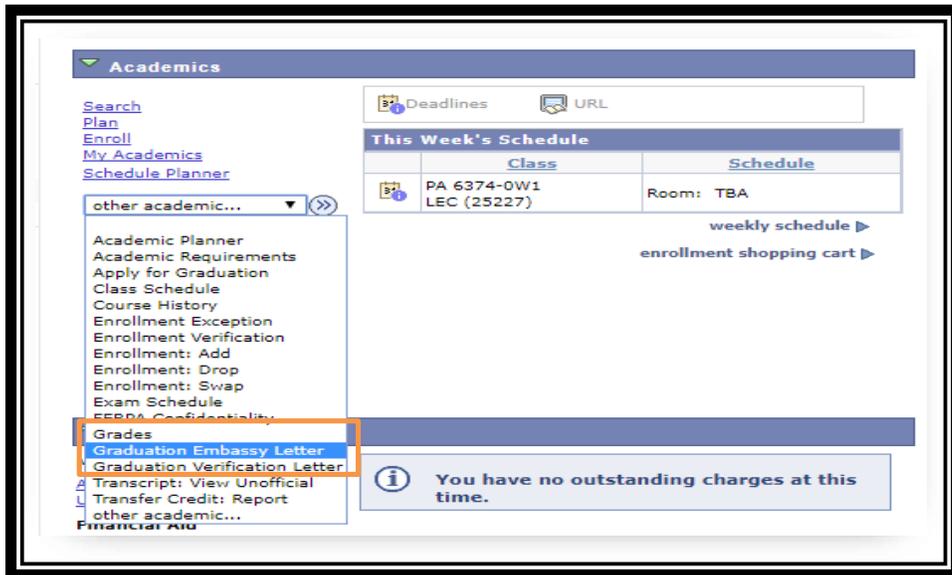
2. Login to galaxy using your NetID and password.
 - If you don't know your NetID and password, please contact computer help desk under the help section of the login screen.



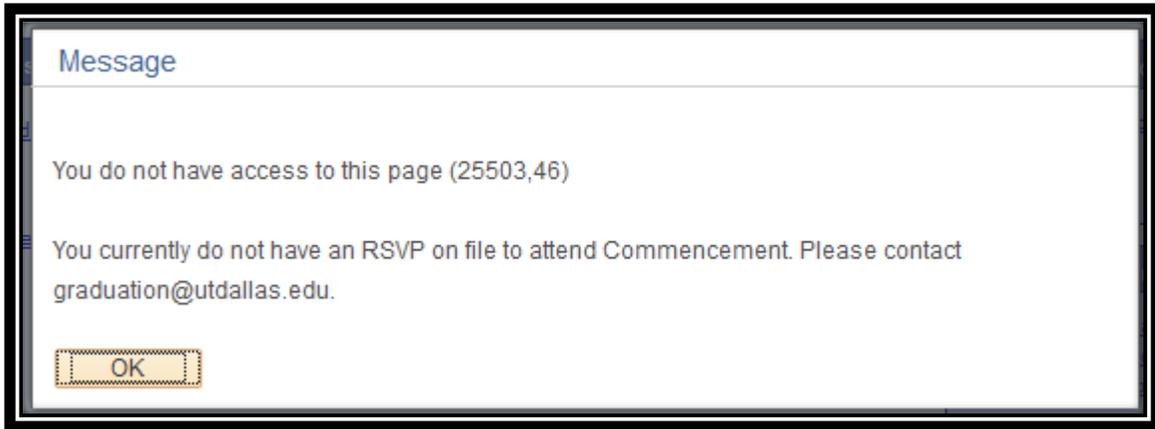
3. Select the 'Orion Student Center' link under Orion Self-Service. DO NOT select the 'Applicant Center' link.



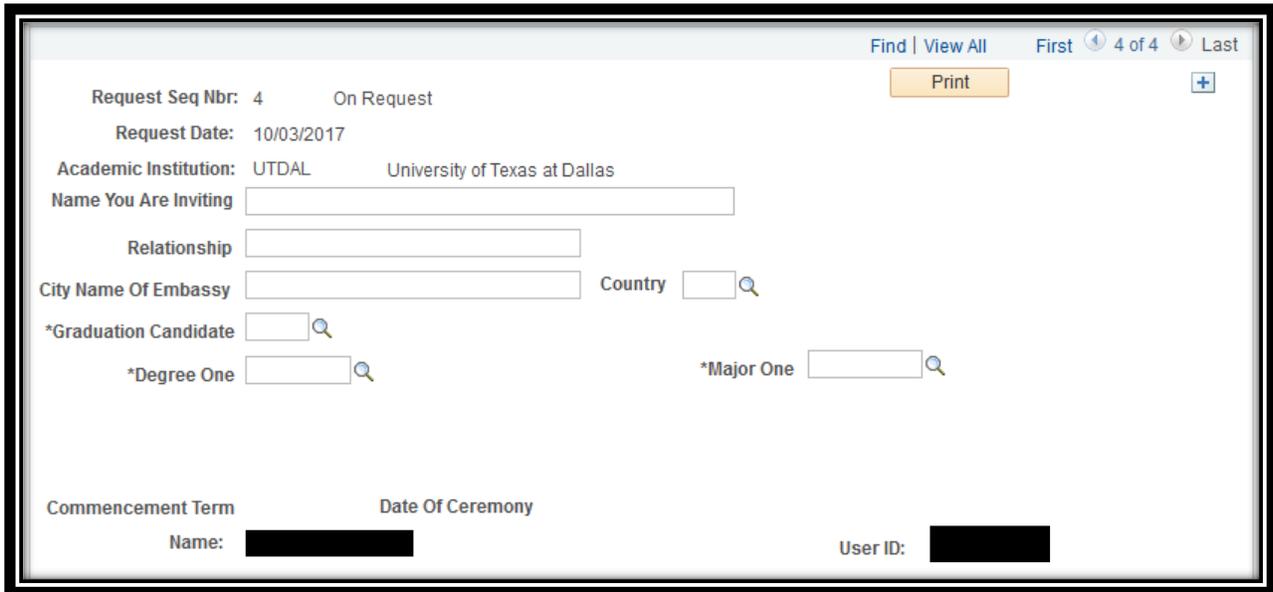
4. Within your Student Center, click the drop down arrow where it says "other academic" and select "Graduation Embassy Letter". Then click the arrow.



Note: If your RSVP status is not set to “Will Attend”, you will get the following error message.



5. If your RSVP is set to “Will Attend”, you will see the following screen:



6. Fill out each line completely in order for the letter to print properly.
 - Name You Are Inviting: Full name for the guest
 - Relationship: The guest’s relationship to you
 - Ex. Mother, Father, Brother, Sister, etc.
 - City Name of Embassy: The city in which the guest is petitioning for a visa
 - Country: Country of the embassy in which the guest is petitioning for a visa

- The “Graduation Candidate”, “Degree One”, and “Major One” are specific to each student’s active degree program.
 - If this information does not look correct, please contact your academic advisor to ensure that you are in the correct academic program.
- Then click the “Print” button at the top right of the page.

Note: If you need a letter for more than one guest, click the plus sign in the top right of the Embassy Letter page to create a new page to enter the next guest’s information. Do not try to add multiple guests per page.

7. If done correctly, the following image is an example of the wording that will appear on the letter:

