

SAMPLE STUDENT INVITATION #1
(must receive deposit before providing registration info)

Date

Dear Student:

Congratulations! You are invited to join students from all over Northern California at the **2009 Northern California Forum for Diversity in Graduate Education**, which will be held at the University of California, Santa Cruz, on Saturday, November 7, 2009.

Forum workshops will provide information about: selecting the right graduate program; the graduate application process; financial aid opportunities; preparing for the Graduate Record Examination (GRE) and employment prospects. In addition, representatives from over 100 leading institutions will be available throughout the day to answer questions and talk with you.

Transportation, lunch and the Forum itself are FREE! However, a deposit of \$20.00 (refundable for those attending) is required to reserve a place on the bus. After you bring your \$20.00 deposit check (payable to the California Forum) to:

(Appropriate campus address
Attn: staff member's name)

the website address on which you will register will be provided to you. The data you enter will be immediately placed in the Forum's database and a copy of your registration form will be sent to my office for inclusion on the reservation list. The reservation priority deadline is **October 30, 2009**. Your deposit will be returned to you when you arrive at the bus on the morning of November 7th.

I urge you to take advantage of this unique opportunity to explore graduate studies either at the master's or doctoral level.

Should you have any questions, I can be reached at (phone number), or by e-mail: (email address).

Sincerely,

Name
Forum Student Participation Coordinator
Campus Department

