

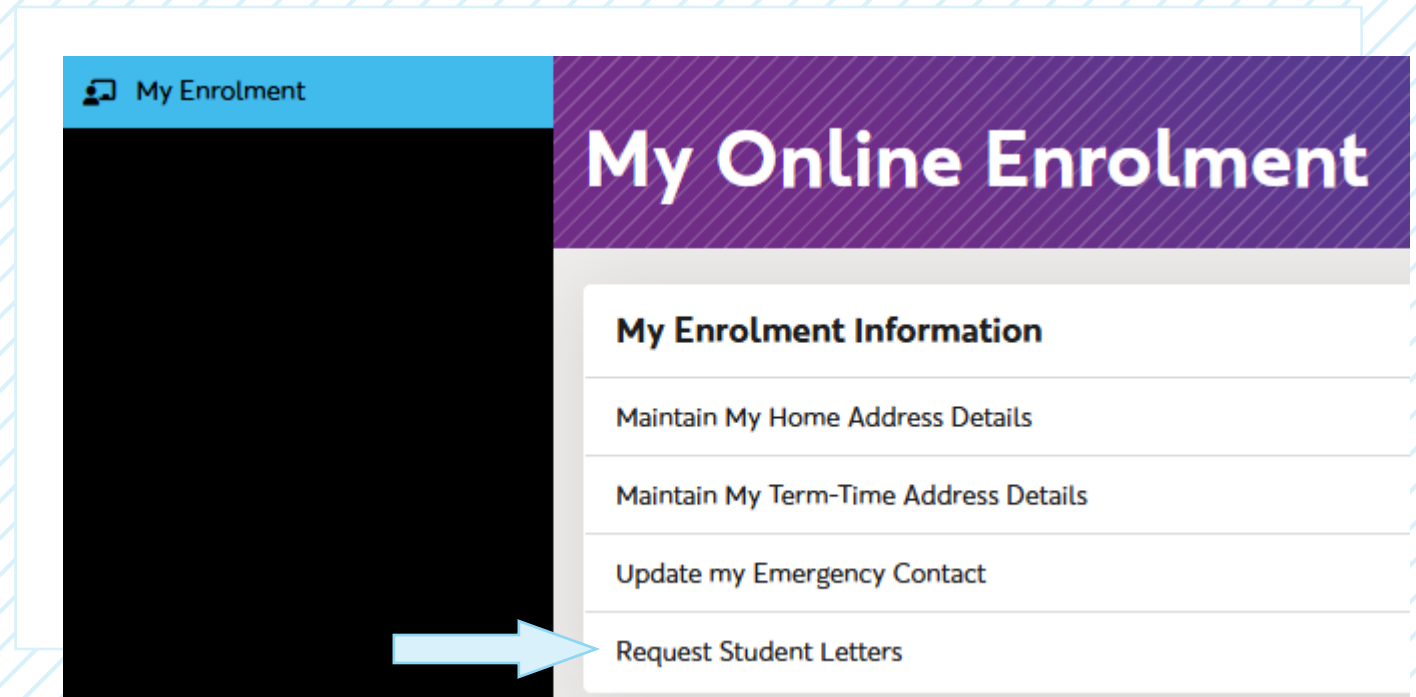
# VISA Invitation Letters Self-Service on SITS

- This guide will give you step-by-step instructions to create your invitation letter on SITS to support for your upcoming Graduation Ceremony.
- Keep in mind, you will be attributed your Graduation Ceremony date by the Graduation Team and this date is not up to choice of the graduand.
- Once a VISA letter has been created, **it cannot be amended**, and you will not be able to create another letter.



# VISA Invitation Letters Self-Service on SITS

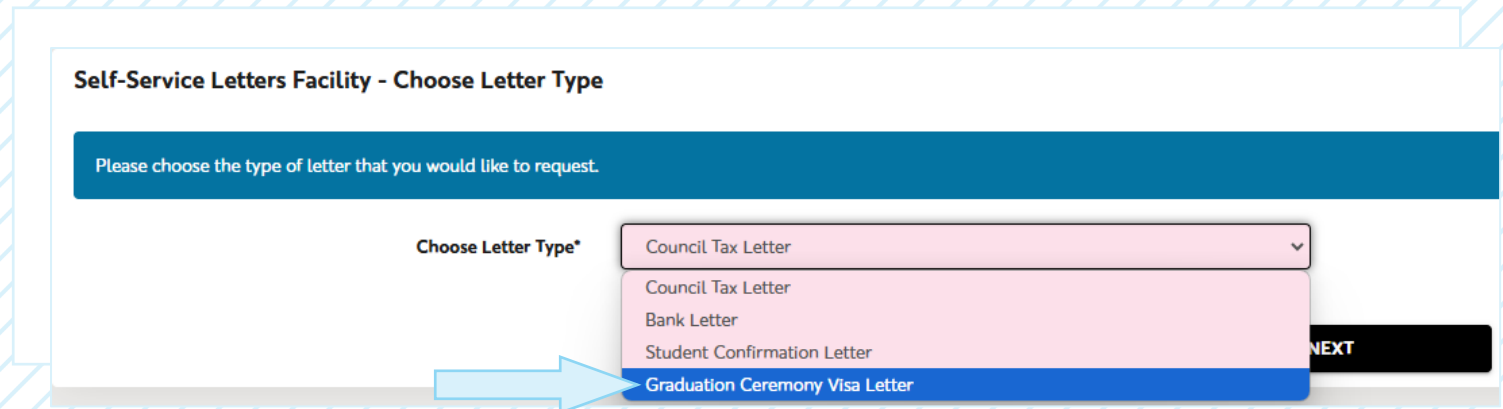
1. Log into your [SITS account](#).
2. On the “**My Enrolment**” tab, in the “**My Enrolment Information**”, click on the link titled “**Request Student Letters**”.



# VISA Invitation Letters Self-Service on SITS

3. From the Choose Letter type, select “**Graduation Ceremony Visa Letter**” from the dropdown list, and click “**NEXT**”.

**Note:** If this option is not available for you, the Progression Board for your course may not have calculated your award yet. If you are aware of the award, you will receive but do not have this letter option, please contact the Graduation Team.



Self-Service Letters Facility - Choose Letter Type

Please choose the type of letter that you would like to request.

Choose Letter Type\*

- Council Tax Letter
- Council Tax Letter
- Bank Letter
- Student Confirmation Letter
- Graduation Ceremony Visa Letter**

NEXT

# VISA Invitation Letters Self-Service on SITS

4. Select the date of your graduation ceremony, and then click “NEXT”.



**Note:** This date will be attributed to you by the Graduation Team and not is up to the graduand.

**Note:** This date will be displayed on the letter and cannot be changed once selected. If a different date is required, please contact the Graduation Team.

Please enter the date of the graduation ceremony you wish to attend. This date will appear on the letter we send you.

**Note:** Please ensure you have selected the correct date, as this will not be able to be changed later.

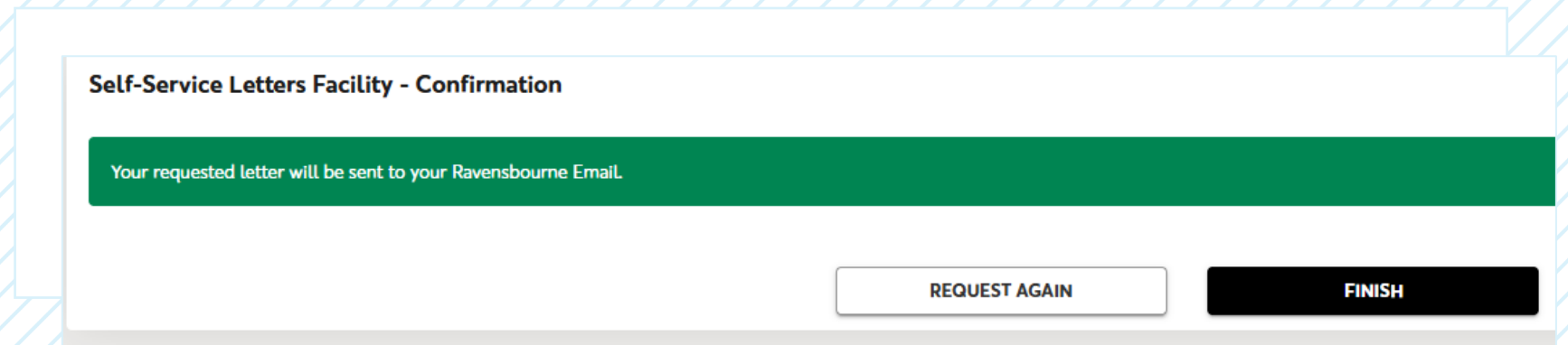
If you have selected an incorrect date and need to get a replacement letter, please contact [graduation@rave.ac.uk](mailto:graduation@rave.ac.uk).

 Graduation Ceremony Date\*  

**NEXT**

# VISA Invitation Letters Self-Service on SITS

If there are no errors with the task, the following message will display, and the letter will be emailed as an attachment to your Ravensbourne University email.



The screenshot shows a confirmation message box with a white background and a thin border. At the top left, the text "Self-Service Letters Facility - Confirmation" is displayed in a bold, black font. Below this, a solid green horizontal bar contains the text "Your requested letter will be sent to your Ravensbourne Email" in white. At the bottom right of the box, there are two buttons: a white button with a black border labeled "REQUEST AGAIN" and a solid black button labeled "FINISH" in white text.

**Self-Service Letters Facility - Confirmation**

Your requested letter will be sent to your Ravensbourne Email.

REQUEST AGAIN

FINISH