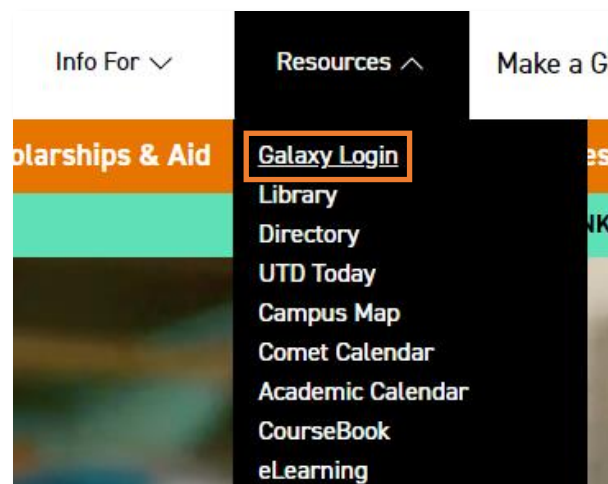


Step-by-Step Instructions on How to Create an Embassy Letter

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 under the Resources drop down box in the top right hand corner of the UT Dallas home.



2. Select the Orion link in the next Galaxy page to login using your NetID and password.


Galaxy

The Galaxy portal is the starting point for working in the Orion system, Gemini FMS and Gemini HCM. It also provides links to other services such as email and eLearning.

Please Note: Firefox 102.3.0 esr is the only supported browser for Orion and Gemini access. This applies only to Faculty, Staff, and Student Employees.

If you need help downloading the correct browser, here is a helpful article – [Article – Compatible Browser Download \(utdallas.edu\)](#)


Routine Maintenance: Orion, Gemini FMS and Gemini HCM may be unavailable due to routine maintenance on Sunday mornings between 2 a.m. and noon.



ORION

Access to application status, academic records, financial aid and tuition/fees for applicants, students, faculty and staff.

Firefox 102.3.0 esr is the only supported browser for Orion. Please note this applies only to Faculty, Staff, and Student Employees.



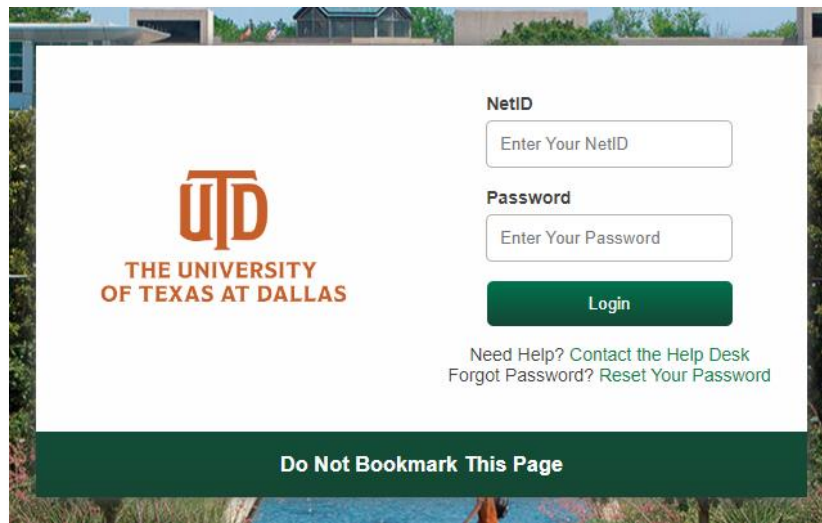
GEMINI

Access to Financial Management System (FMS) and Human Capital Management (HCM).

Firefox 102.3.0 esr is the only supported browser for Gemini. Please note this applies only to Faculty, Staff, and Student Employees.

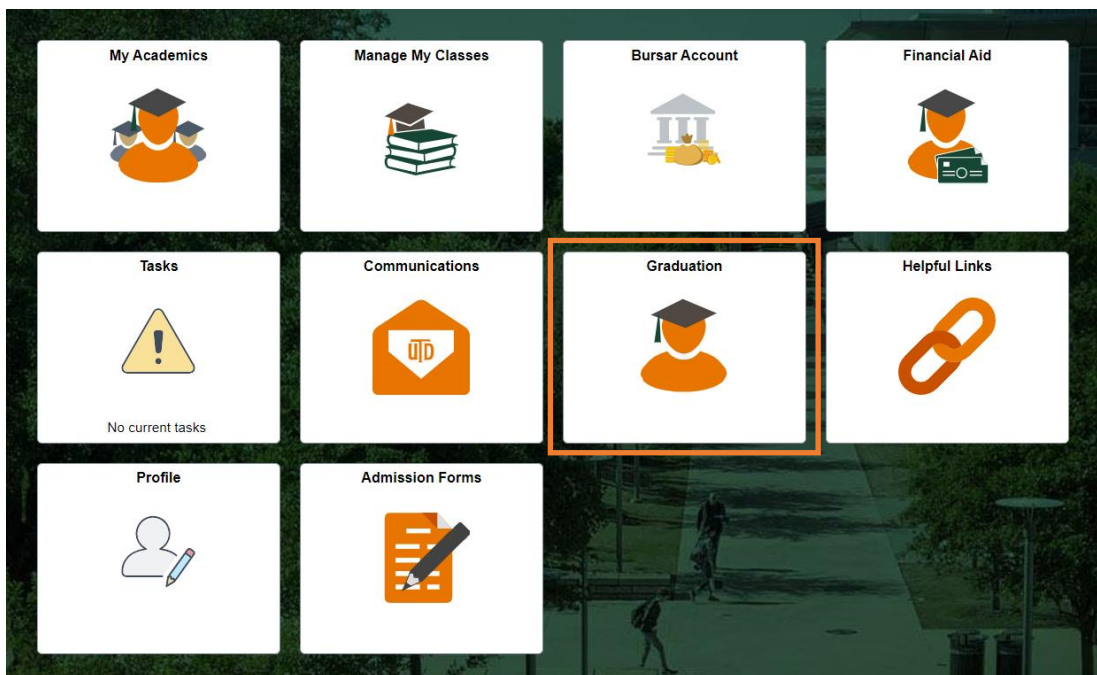
0 | Page

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

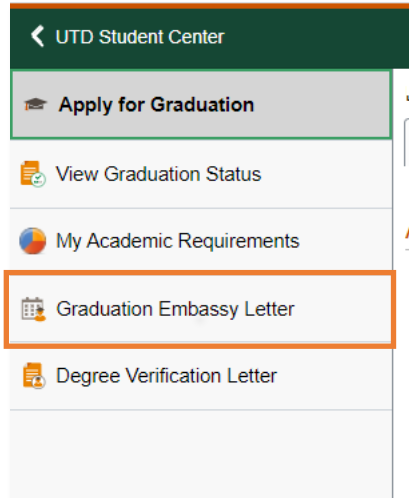


The login screen for The University of Texas at Dallas (UTD) features the university's logo on the left. On the right, there are two input fields: 'NetID' with the placeholder text 'Enter Your NetID' and 'Password' with the placeholder text 'Enter Your Password'. Below these fields is a green 'Login' button. At the bottom of the login area, there are links for 'Need Help? Contact the Help Desk' and 'Forgot Password? Reset Your Password'. A dark green banner at the very bottom of the screen reads 'Do Not Bookmark This Page'.

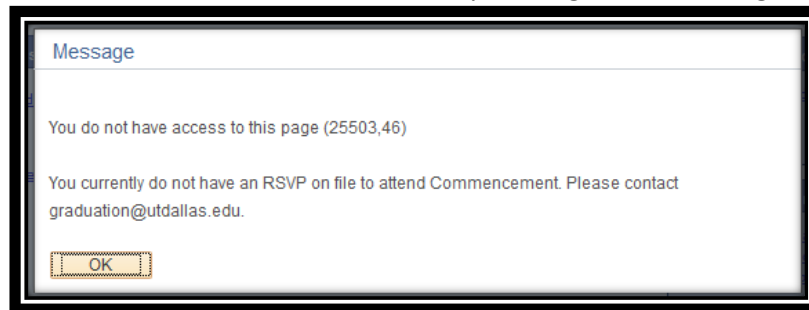
4. Within your UTD Student Center, select the Graduation tile.



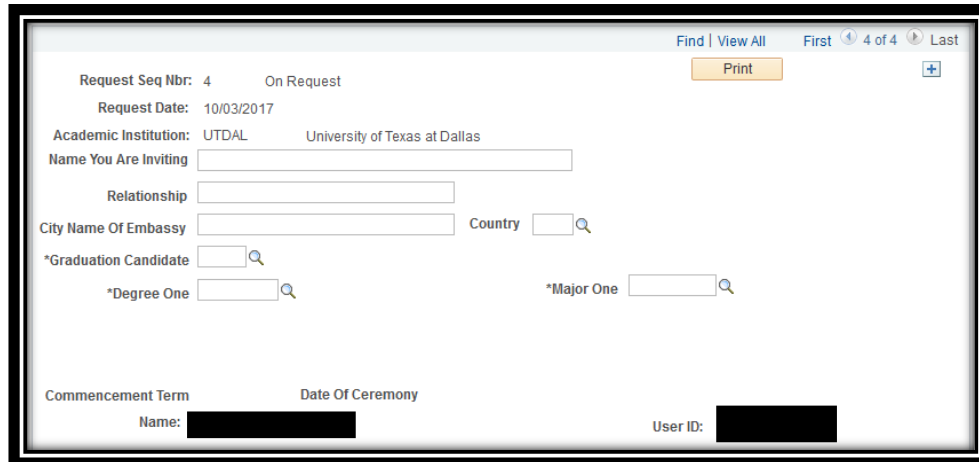
5. Select 'Graduation Embassy Letter' on the left navigation.



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



6. If your RSVP is set to "Will Attend", you will see the following screen:



7. 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.

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

October 03, 2017

To Whom It May Concern:

A letter of invitation for the following family member of [REDACTED] to the American Embassy in London, United Kingdom.

[REDACTED] is a graduation candidate at The University of Texas at Dallas with a Bachelor of Arts majoring in Interdisciplinary Studies. The student is requesting that the following individual be able to attend the Commencement activities from December 11, 2017 - December 16, 2017 in Richardson, Texas USA.

Name	Relationship to student
John Doe	Brother

If you have any questions, please do not hesitate to contact our office.

Thank you,

Office of the Registrar
The University of Texas at Dallas