

INTERNATIONAL UNIVERSITY FOR GRADUATE STUDIES



May 22, 2010

Dear Doctoral Candidates,

As you know, the July residency is quickly approaching. Enclosed you will find our summer Residency Brochure and a hotel reservation form. This hotel reservation form needs to be completed and returned no later than June 10, 2010 if you are planning to attend.

In order to complete all procedures needed for the Residency, we are requesting the following:

1. If you are graduating in July and are on a three-payment tuition plan, the balance of your tuition must be paid no later than June 15, 2010.
2. If you are graduating in July and are on a monthly tuition payment plan and want to receive your diploma at graduation the balance of your tuition must be paid no later than June 15, 2010.
3. If you are not graduating in July but are on the three-payment tuition plan the Residency Payment is due by June 15, 2010.
4. If you are not graduating in July and are on a monthly tuition payment plan you may continue to make your tuition payments as usual.

All checks are to be made payable to

***International University for Graduate Studies
3611 Henry Hudson Parkway, Suite 1D
Riverdale, New York, 10463***

If you prefer, International University for Graduate Studies accepts both Visa and master Card for tuition payment. Please contact Carolyn Heller West at 718-796-7413 to make arrangements to do so. A credit card payment form can be downloaded from the website and faxed to 718-796-3612.

If you are graduating, please contact C & G Oak Hall Industries at 540-387-0000 to order your cap and gown. This is your responsibility.

Please note that **NO TUITION PAYMENTS** will be accepted at the residency in St. Kitts and payments must be received no later than June 15, 2010. You may contact Carolyn at 888-989-4723 if you need further assistance. We look forward to seeing you at the residency in July!

Sincerely,

Karen Palmiero
Residency Coordinator