***[SAMPLE LETTER for Inviting Foreign Guests to Commencement]***

***[The sections in red are for your information, sections in blue are where you should include your own and your guest’s information]***

[Your U.S. Address City, State, Zip]

[Date]

Consular Officer

United States [Consulate or Embassy]

*[Find embassy/consulate address, go to* <http://travel.state.gov/visa/embassy/embassy_4825.html>*]* [City], [Country]

[DO NOT MAIL this letter to the embassy/consulate. Ask your guest to bring it with the graduation verification letter to the visa interview. They should also bring this, and the verification letter with them when the enter the US at passport inspection]

Dear Consular Officer,

My name is [your full name, as appears on passport] and I am a student at University of California, Merced pursuing a [bachelor’s, master’s, doctorate] degree in [field of study]. I am graduating in [May or summer] 20\_ \_ [or graduated in January 20\_ \_]. Attached please see the letter from my University verifying my graduation.

I would like to invite my family [and/or friends] listed below to attend the my Commencement Ceremony and other celebration activities that will be held in May, 20\_ \_ .

Full Name:[First Name LAST NAME as in passport],

Relationship**:** [mother/father/grandmother/grandfather/cousin/friend, etc.]

Expected Dates of Travel in U.S.:[travel dates]

*[List same info as above for more guests here]*.

My guest(s) will stay at [U.S. address] during their visit, [and may visit a few other U.S. cities before returning home]. It would be greatly appreciated if you could grant [him/her/them] a visitor visa so that [he/she/they] may join me to celebrate my graduation.

If you have any questions, I can be reached by email at [email address] or by phone at [phone number]. Thank you for your time and kind consideration of the visa application.

Sincerely,

[your signature]

[your full name, as appears in passport]