

SAMPLE LETTER for Inviting Foreign Guests to Commencement

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)

Dear Consular Officer,

(DO NOT MAIL this letter to the embassy/consulate. Ask your guest to bring it with the graduation verification letter to the visa interview.)

My name is (your name) 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__ .

First Name LAST NAME (as in passport), Relationship to you, his/her address
(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 or them) a visitor visa so that he (she or 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,

Signature

Your full name