

## 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](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