

SAMPLE LETTER FOR F-1 AND J-1 STUDENTS
(All of the areas in **bold print** will need to be edited by you, and
you should prepare a separate letter for each visitor.)

[Date]

[Your name]

[Address]

Consular Officer

U.S. Consulate or Embassy

[City, country location of U.S. Consulate or Embassy]

Dear Consular Officer:

My name is **[your full name as it appears in your passport]**, and I am a student in **[F-1, J-1, etc.]** status. I am pursuing a **[bachelor's, master's, doctorate, certificate]** degree in **[field of study]** at Montclair State University. (If you are on post-completion OPT, the STEM OPT extension, or Academic Training, write instead: "My name is **[your full name as it appears in your passport]**, and I am **[an F-1, a J-1]** student at Montclair State University. I graduated on **[month day, year]** and my **[OPT/Academic Training]** is valid until **[OPT/Academic Training end date]**). My SEVIS ID number is **[N00XXXXXXXX]** (number is listed on your I-20 or DS-2019).

I would like to invite the following member to the United States to **[reason for visit]** (for example: **attend my graduation ceremony, visit me, etc.**) in **[month day, year]**:

First Name, Last Name (as in passport), Relationship to you
His/her address in their home country

My guest will stay at **[U.S. address]** during the visit. Attached are copies of my I-20/DS-2019, and my proof of graduation/transcript. **[If the letter is for graduation, obtain a proof of graduation from the Office of the Registrar. If it is just a visit, obtain a copy of your transcript from the Office of the Registrar.]**

If you have any questions, I can be reached by email at **[your email address]** or by phone at **[your phone number]**.

Thank you for your time and consideration of this visa application for **[family member's full name]**.

Sincerely,

[Your Signature]

[Your Full Name]