Date

Consular Officer

U.S. Embassy [or Consulate]

[Street Address]

[City, State/Province/Prefecture]

[Country]

Dear Consular Officer,

My name is [name] and I am an [F-1 student, J-1 student, J-1 scholar] studying [field of study] at Eastern Illinois University. My SEVIS number is [N0xxxxxxxxx], and copies of my [I-20 or DS-2019], passport and [academic transcript; appointment letter; graduation application receipt] are attached.

I am requesting that a tourist visa be issued to the individual(s) listed below in order to allow [him/her/them] to visit the United States to [attend my graduation ceremony].

[FAMILY NAME/LAST NAME, FIRST NAME - date of birth, relationship to you]

[FAMILY NAME/LAST NAME, FIRST NAME - date of birth, relationship to you]

As my guest(s), [name(s)] will stay at [my home, a hotel] during the visit from [arrival date] to [departure date]. As can be seen in the attached financial documentation, the costs of the visit will be covered by [family member, personal funds, etc.].

Thank you for your time and consideration of [his/her/their] visa application(s).

Sincerely,

[Signature]

Name

Address

Email