



**MONROE COLLEGE**  
Office of Student Services  
Phone (914) 740-6420



## Inviting International Guests to Graduation

Many students wish to invite family or friends who live internationally to join them for the College's Commencement (graduation) ceremony. In many cases, international guests are required to obtain a B-2 visitor visa from a U.S. embassy or consulate abroad in order to come to the U.S. to visit you. This information sheet will give you some advice about what you can do to help your guests obtain a visitor visa, but please keep in mind that visa officers are focused on the B-2 applicant and determining the applicant's true intentions. While your efforts may be helpful, it is much more important that the B-2 applicant prepare evidence of strong ties to his or her home country, such as proof of employment, property ownership, school records of younger children in the family, etc. Be sure to check the website for the U.S. embassy or consulate in your guest's home country for full details about applying for a visitor visa. Additionally, please take a look at the *U.S. Department of State* website which provides valuable information about the visa process: <http://travel.state.gov/content/visas/english/visit.html>

### Students may wish to provide to international guests with these documents:

#### 1. Invitation Letter

Since you are inviting your own guests to graduation, an invitation letter written by you is the best practice in assisting your family members or friends with a B-2 visitor visa application. Write a letter to each of your guests, in English, inviting him/her for a visit. A sample letter is on the reverse of this page. In your letter, be sure to include:

- Guest's name, date of birth and passport number
- Your relationship to the guest
- Length and dates of the visit
- Purpose of the visit (graduation and/or related activities like the Graduation Gala)
- Where your guest will be staying during his/her visit

#### 2. Evidence of Enrollment

- You may request an enrollment confirmation & graduation eligibility letter from the Registrar's Office verifying that you are in your final semester or have completed your degree and you are eligible to participate in this year's graduation ceremony. To make a letter request, please contact Student Services in Main Hall on the New Rochelle campus in person, by phone at (914) 740-6420 or by email at [nrstudentservices@monroecollege.edu](mailto:nrstudentservices@monroecollege.edu).
- An official transcript. If you need instructions on how to order a transcript, just let us know.

#### 3. Evidence of F-1 Status (if you are an F-1 international student)

- A photocopy of all three pages of your most current Form I-20. Please make sure you have obtained an I-20 which shows an accurate program end date for item #5 on page one. Contact a *Designated School Official* at (914) 740-6420 to find out if you need an updated print-out of your I-20.
- A copy of your Form I-94 printed from [www.cbp.gov/i94](http://www.cbp.gov/i94).

*Please see the reverse of this page for a sample invitation letter.*

## Sample Invitation Letter

Create a separate letter for each guest.  
Personalize the letter where you see parentheses.

(Insert date)

U.S. Consul General  
(Insert city, country)

Dear Honorable Consul:

My name is (insert your name) and I reside at (insert your complete U.S. address). I am a student at Monroe College in the (insert your education level) degree program in (insert the name of your program). I am requesting that you issue a B-2 visitor visa to (insert name of person you want to invite, their date of birth and passport number), in order to allow (him/her) to visit me in the United States. (S/he) is my (insert your relationship to invitee) and will be visiting with me from (insert arrival date) to (insert departure date). (Now explain why it is so important to you to have your guest visit).

Do NOT include the **BOLD** instructions below in the letter.

**If your visitor will be staying with you:**

During (his/her) stay in the United States, (s/he) will stay with me at my residence at the address stated above. I will be responsible for all of (his/her) room and board expenses while (s/he) is in the United States.

**If your visitor will NOT be staying with you:**

During (his/her) stay in the United States, (s/he) will stay at (insert name and address of hotel or other accommodation).

Upon termination of (his/her) visit, (s/he) will return to (insert country). Your kind consideration of this request will be greatly appreciated.

Sincerely,

(Insert your original signature in blue ink)

(Insert your name)

(Insert your telephone number)

(Insert your email address)