

**SAMPLE Commencement Invitation letter (for friends and family of international students) to  
be written on Harvard department letterhead  
by someone in the student's school e.g. Resident Dean, Student Service Office, etc.**

Date

U.S. Embassy/Consulate  
Non-immigrant visa section  
Name of Country

Dear Sir or Madam:

Harvard Commencement will be celebrated on \_\_\_/\_\_\_/\_\_\_\_. It is a significant and festive occasion, and Harvard students are encouraged to invite their family members. Name of student, a Harvard student from (name of country) who is graduating this May, would like to invite his/her parents to Commencement. His/her parents will need visitors' visas to travel to the United States. We would appreciate any consideration that may be given to their applications to allow them to travel to Cambridge, Massachusetts this May.

Sincerely,

Name of University employee