

TEMPLATE LETTER – INTERNATIONAL STUDENT PARTICIPATING IN SHORT TERM PROGRAM
ABROAD

XC DATE XX

Consulate General of XXXX

Visa Section

XXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX

Dear Consular officer,

This letter is regarding the visa application of **STUDENT NAME**.

This individual is a student in good standing at XXXXXX University and has been accepted to participate in a short term international trip to LOCATION. The above-named student has paid program fees (covering hotel reservations, most meals, and in-country transportation) directly to XXXXXXXX University. The students will be accompanied by Professor XXXXXXXXXX.

Dates: The group of students will arrive in LOCATION on XXXXXX. The group will depart on XXXXXXXXXX.

(IF WORKING WITH A PARTNER) We are working with our partner institution to organize this program:

University Name and address

HOTEL:

The University will arrange hotel for our students. We have confirmed reservations at:

HOTEL NAME AND ADDRESS

Sincerely,