

Dear colleague,

The purpose for the institution providing a letter of support to the student's application for a temporary passport is to verify any known and institution/program-sponsored activities that they are participating on and, if relevant, any known complications associated with that timeline and visa process. Your letter only verifies information that is appropriately filtered by you/your office and creates an opportunity for your student to provide any supplemental documentation associated with their own request.

These letters can be modified to meet the needs and logistics of the student involved and we hope this provides a helpful example of one way to approach such a documentation.

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TODAY'S DATE

To whom it may concern:

This letter is to certify that **STUDENT NAME** is a full-time registered student at **UNIVERSITY**, majoring in **MAJOR**, with an expected graduation date of **CLASS YEAR**.

STUDENT has been approved by **UNIVERSITY** to attend a **SUMMER/SEMESTER/YEAR**-long study abroad program in **LOCATION**, from **START DATE** to **END DATE (INSERT ANY ADDITIONAL PROGRAM-RELATED PARTICIPATION IF RELEVANT)**.

INSERT REASON FOR REQUEST – EXAMPLE: Our college received permission from the **NAME CONSULATE** to batch process our student visa applications for our **SEMESTER** students studying abroad. That visa appointment is scheduled for **DATE** and we have been instructed to allot for a 45-day processing period prior for the return of our students' passports.

We understand that **STUDENT** also has some independent summer travel plans and, as such, we have suggested that he inquire about the possibility of a temporary passport. While we cannot provide information on their summer plans, **STUDENT** will provide those details directly; we can certify their **SUMMER/SEMESTER/YEAR** study abroad participation and their participation in our visa batch process.

The student has been instructed that the loss of either passport should be reported immediately to the nearest US Embassy or Consulate or the Department of State.

Thank you and if there are any questions, please contact me at **PHONE**, or by e-mail at **EMAIL**.

Sincerely,
NAME