

[date]

Consulate General of USA
Consular Section

Dear Visa Officer,

We are cordially inviting [name of visitor], an undergraduate [specify field of study] major at the University of [Name] to visit the University of Minnesota, USA, from [date] until [date]. During this trip [name of visitor] will participate in the [type of activity], a [description] which has no coursework or credits. [Describe how this applies to what they are doing at their home institution. i.e. to develop and refine their specialized research area] in their home country. (XX will only be involved in [activity]).

The University of Minnesota will cover the travel, boarding and food expenses incurred by [name of visitor]. Or [Name of visitor] will cover all expenses incurred while at the University of Minnesota.

I appreciate your prompt attention to this matter.

Sincerely,

[Name]
[Title]
[Department]