

July 1, 2013

**SHORT-TERM (A DAY OR TWO) INTERNATIONAL VISTOR**

An international visitor that is making a short visit to CSUN may ask for a letter to confirm the visit and support a visa application in their home country that includes time in the CSUN region. Below you'll find a CSUN approved model letter for this purpose.

Date

Name

Title

Address

City State

Zip

Dear Name:

On behalf of California State University, Northridge (CSUN), I would like to extend an invitation to you and your colleagues listed below for a visiting to the (department/college) on date.

Name	Department
Name	Department
Name	Department
Name	Department
Name	Department

During your visit to CSUN we will arrange for you to meet with (department/college). We will plan to include time for presentations and a tour of our facility during your visit. We understand that your delegation will cover all cost associated with your visit to the United States.

Sincerely

Name

Title

cc: