

## Example letter to send to Embassy

[Date]

Embassy of \_\_\_\_\_ (**Country**)  
\_\_\_\_\_  
(**Street Address**)  
\_\_\_\_\_  
Washington, D.C. 20008

Dear Sir or Ma'am:

I am a citizen of \_\_\_\_\_ (**Country**) and I am currently applying for enrollment as a student at the University of North Georgia where I will participate in the Army ROTC. The Army ROTC Program requires that all non-citizen cadets possess a letter from their government stating that they have no objection to their participation in the Basic Course and, subsequently, in the Advanced Course of Army ROTC. My participation in these courses is as a student only. I am not eligible to serve in the armed services of the United States as a non-citizen. Thank you, in advance, for your assistance in this matter.

Please mail the permission to participate letter to the following address:

University of North Georgia  
Admissions Imaging Center  
P.O. Box 1358  
Gainesville, GA 30503

If you have any questions regarding this matter, you may contact Cadet Recruiting at the University of North Georgia at (706) 867-2918 or by email ([cadetrecruiting@ung.edu](mailto:cadetrecruiting@ung.edu)). Your assistance is greatly appreciated.

Sincerely,

\_\_\_\_\_  
(Full Legal Name)

# Embassy Response Example

## [OFFICIAL EMBASSY LETTERHEAD]

UNG – Admissions Imaging Center  
P.O. Box 1358  
Gainesville, GA 30503

Dear Sir or Ma'am:

The Embassy of \_\_\_\_\_ (***Country***) has no objection to  
Cadet \_\_\_\_\_ (***Full Legal Name***)  
participating in the U.S. Army ROTC Basic and Advanced Courses at the  
University of North Georgia.

Sincerely,

\_\_\_\_\_  
(***Signature***)

\_\_\_\_\_  
(**Print Name**)

\_\_\_\_\_  
(**Print Official Title**)

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### Mail Original Embassy Letter to:

University of North Georgia  
Admissions Imaging Center  
P.O. Box 1358  
Gainesville, GA 30503