

## Invitation Letters

Your friends or family members will need a copy of your I-20 to show that you are studying in the US. An invitation letter from a school official is **not** required for individuals applying for a visitor's visa (B visa). If an invitation letter is requested by the consulate, it must come from **you**, not from the school. You are the one inviting friends or family to visit you.

Before writing a letter, check the website of the US embassy or consulate where the visa application will be submitted. **Officers will only look at documents they ask for.** If an invitation letter is requested, it should be written in English and include:

- Who you are inviting and how they are related to you (for example, your mother or father)
- The reason for the visit (such as vacation or attending graduation)
- Approximate dates of the visit

**A sample template is provided below for your use.** Write one letter for each person over the age of 21. Children under the age of 21 may be included in a parent's letter.

### Sample Invitation Letter Template

Dear Consul,

My name is (your name) and I am an F-1 student at Glendale Community College in Glendale, CA, pursuing (a certificate/an associate's degree) in (your major). A copy of my I-20 is attached. *If needed:* A transcript is attached as proof of my current enrollment.

I wish to invite the following individual for the purpose of (list the reason):

Last Name: (as appears in passport)  
First Name: (as appears in passport)  
Date of Birth: (MM/DD/YY format)  
Relationship to Me: (i.e. mother, friend, etc.)

My guest(s) will stay at (address) during their visit, and the costs of their visit will be covered by (financial information). Please see the attached financial documentation for more details.

I appreciate your assistance in issuing a tourist visa. Thank you for your time and kind consideration of the attached visa application.

Sincerely,

*Your signature*

Your printed name  
Contact phone and/or email address, if desired