

Invitation Letter Template to Invite Family Members/Friends for Short Visits: Visitor's Visa Sponsorship

This template may be used by you to prepare an invitation letter for a family member or friend to visit you in the U.S. temporarily. It is **not** meant to invite a spouse or child to join you on a dependent visa (F-2, J-2, H-4, etc.); CIS uses different forms in the preparation of dependent visa support for F-2, J-2, and H-4 visas.

Please note: Capstone International Services no longer provides any invitation letters for family members or friends. If you are a student of UA and wish to include verification of your student status along with your personal invitation letter, you may access an official verification letter from the Registrar, with instructions available here: <http://registrar.ua.edu/services/current-enrollment-verification/>

SAMPLE INVITATION LETTER FOR USE BY STUDENTS/SCHOLARS

Date

Consular Officer

U.S. Embassy [or Consulate]

[Street Address]

[City, State/Province/Prefecture]

[Country]

Dear Consular Officer,

My name is [name] and I am an [F-1 student, J-1 student, J-1 scholar] at The University of Alabama [pursuing a Bachelor's, Master's, PhD degree; Optional Practical Training; or conducting research] in [field of study]. My SEVIS number is [N0xxxxxxxx] and copies of my [I-20 or DS-2019], passport and [academic transcript; appointment letter] are attached.

I wish to invite the following [family member(s)/friend(s)] to the United States to [attend my graduation ceremony, visit me, go on vacation, etc.] on [date: month/day/year].

[FAMILY NAME(LAST NAME), First name - date of birth, relationship to you]

As my guest, [name(s)] will stay at [my home, a hotel] during the visit from [date] to [date]. As can be seen in the attached financial documentation, the costs of the visit will be covered by [family member, personal funds, etc.].

Thank you for your time and consideration of [name's(s')] visa application.

Sincerely,

[Student/Scholar Name]