

Sample Invitation Letter Template for Family Visitor Visa Applications

INSTRUCTIONS:

Family members of F-1/J-1 students who are planning to visit you in the U.S. for a period of less than 6 months may need to apply for a tourist visa (B1/B2 visa). If your spouse or dependent children under the age of 21 would like to visit the U.S. for a longer period of time, they may need to apply for an [F-2 or J-2 dependent visa](#).

The letter template found on the following page is to assist students in drafting their own support letters to accompany visiting family member's visa applications. The letter should NOT be on Office of Global Services (OGS) letterhead, as **the letter is coming from you directly as the F-1/J-1 student** who is inviting their family member to join for a brief trip. You are not required to use this letter template to create your invitation letter, but it is recommended.

Please note that OGS is not able to review your letter or advise family members on obtaining B1/B2 visas or Visa Waivers.

On the following page, you will find the sample invitation letter template. Please copy and paste the template into your own document and edit the information as it applies to you and your family member's situation.

In addition to the invitation letter, we also recommend you obtain an Enrollment Confirmation from the Registrar's Office to provide to your family member, proving your student status.

SAMPLE INVITATION LETTER TEMPLATE

[Your name]
[Local U.S. address]
[Phone number]

[Date]

U.S. [Consulate or Embassy]
[City, Country of location of U.S. Consulate or Embassy]

To Whom It May Concern,

I am currently a [graduate/undergraduate] [student/scholar] at Northeastern University, in [F-1/J-1] status. I started my [study/work] at Northeastern on [start date on I-20/DS-2019], and my expected completion date is [last date on I-20/DS-2019]. [If you are on Post-OPT or Academic Training, you should include this here.]

I am writing in support of my [relationship to you]'s application for a visitor visa to [state purpose of the trip] for the period from [date] to [date].

Visitor(s) information:
Name:
Relationship to student:
Date of birth:
Country of citizenship:
Passport number:

Thank you for your consideration.

Sincerely,

[Your name]
[Your signature]

enclosures