

B-2 Visitor's Visa Invitation Letter Template



Consular Officials from the U.S. State Department have stated that invitation letters from Universities are not required for B-2 visitor visa applicants, and that such letters are **not** helpful. To confirm what documents are required for B-2 visitor visa applicants, please visit <http://www.usembassy.gov> to locate the specific embassy or consulate where your visitor will be applying for the visa.

When reviewing applications for B-2 visitor visas, Consular Officials seek to confirm that the applicant has ties to their home country and that the applicant is not likely to stay in the United States. Often, evidence like property deeds, proof of employment, and a letter from their employer authorizing the vacation time can be used to demonstrate ties to the home country.

If your visitor would like an invitation letter, you may write one yourself. Our office has created a template to use as a guide for your letter. The letter should be written in English, and should include:

1. The name of the invited person
2. Their relation to you
3. The purpose of their visit: to see your graduation ceremony? tourism? If your graduation is the purpose of the visit, you may include a screenshot confirming you have applied for graduation.
4. The dates of their visit
5. How their visit will be funded (who will be paying? If you are funding, you should provide financial documentation to the visitor)
6. The location(s) of their visit (are they staying with you? at a hotel? – what is the address where they are staying)
7. Itinerary of the visit (after visiting Towson, are you going to do some sightseeing with them in New York, D.C., etc.?)
8. If you are an F-1 or J-1 student, you can include this information in the letter, and indicate the dates of your study in the U.S. You can also include a copy of your immigration documentation.

Sample Invitation Template

address of the Embassy/Consulate
where your visitor will apply for the visa –
find the address at <http://www.usembassy.gov>

Date of your letter

Dear Consular Officer,

My name is *your full name here* and I am a *F-1 international* student at Towson University in Towson, Maryland, studying for a *Bachelor's, Master's, Doctorate* degree in *your major*.

I am inviting my *mother, brother, aunt, friend, etc.*, *full name of the person you are inviting* to visit me in the United States for the purpose of *reason for their visit – e.g. “my graduation ceremony on May 25th, 20XX,” “to celebrate my 20th birthday on January 2, 20XX,” etc.*

full name of the person you are inviting will be visiting from *insert dates of start of visit* to *insert date of end of visit*.

While visiting me, *full name of the person you are inviting* will stay *where will they stay? with you? at a hotel?*. The address is *address of where they will stay – with you, the hotel address, etc.*

If other activities or travel will occur during their stay, add a sentence here: e.g. “After my graduation ceremony, my visitor and I plan on visiting New York City to do some sightseeing”

Thank you for your consideration.

Sincerely,

your signature

your full name (typed