

B-2 Visitor's Visa Sample Invitation Letter

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. We recommend reviewing the [U.S. Department of State Visitor Visa webpage](#) for details.

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:

- Your personal details: full name, address, contact information, your status (indicate the dates of your study in the U.S. and include a copy of your immigration documentation)
- Guest details: full name, date of birth, address, contact information,
- Their relation to you: be specific
- The purpose of their visit: to see your graduation ceremony? If your graduation is the purpose of the visit, include documentation confirming you have applied for graduation, and include any specific activities or events they will engage in during the visit; if needed, create an itinerary for the trip
- The dates of their visit: intended arrival and departure dates
- How their visit will be funded? If you are funding, you should provide financial documentation to the visitor
- Accommodations (be specific): at your residence, hotel, Airbnb, etc.; confirm if you are paying for the accommodations
- Indicate your F-1 status 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.

Note: This template serves as a guide and **does not** constitute legal advice. The invitation letter is **your** personal invitation letter in support of your guest's B-2 visitor visa application, as such **you** are responsible for the content in the letter. International Enrollment & Services is not responsible for any errors or omissions, or for the results obtained from the U.S. Embassy/Consulate.

Modify the template below according to your specific situation and requirements.

For additional invitation letter resources, utilizing a search engine of your choice, you can search the following phrase, "sample invitation letter for U.S. visa"

Sample Invitation Template

[Your Full Name]
[Your Address]
[City, State, Zip]
[Phone Number]
[Email Address]
[Date]

[U.S. Embassy/Consulate Name] (use the name/address of the [Embassy/Consulate](#) your guest will apply for the visa)
[Embassy/Consulate Address]
[City, Country]

Dear Consular Officer,

I am writing to formally invite [Guest's Full Name], a [Guest's Nationality] citizen, to visit me in the United States from [Intended Arrival Date] to [Intended Departure Date]. The primary purpose of this visit is to attend my graduation ceremony at East Tennessee State University (ETSU) on [Graduation Date].

I am currently studying at ETSU on an F-1 visa. My program began on [Program Start Date] and is expected to end on [Program End Date]. I have attached a copy of my immigration documentation, including my I-20 and F-1 visa, for your reference.

[Guest's Full Name] is my [Relationship, e.g., parent, spouse, friend]. During their stay, they will participate in various activities, including:

- Attending my graduation ceremony
- Exploring local attractions in [City]
- [Other activities/events, if applicable]

I have attached documentation from ETSU confirming my application for graduation and an enrollment verification/letter of good standing.

To support [Guest's Full Name]'s visit, I will provide financial sponsorship, including accommodation and living expenses. They will reside with me at my residence, [Your Address], and I will cover all related costs.

NOTE: If your guest is supporting their trip, please adjust the text above to make that clarification

I have attached the following documents to support this invitation:

- Copy of my immigration documentation
- Graduation application confirmation from ETSU
- Enrollment verification/letter of good standing from ETSU
- Proof of financial support (e.g., bank statement)

I assure you that [Guest's Full Name] will return to [Home Country] upon completion of their visit and will not exceed the authorized stay. I confirm that they will comply with all U.S. immigration regulations and laws.

Please feel free to contact me if you require any additional information.

Sincerely,

[Your Signature]

[Your Full Name]

Recommended Attachments:

1. Copy of immigration documentation (i.e., I-20, passport, and F-1 visa)
2. Graduation application confirmation from ETSU
3. Enrollment verification/letter of good standing from ETSU
4. Proof of financial support (e.g., bank statement), if applicable
5. Passport bio page of the guest (if available)

Before submitting the letter, ensure you:

1. Review the [U.S. Department of State's website](#) for specific requirements.
2. Verify the documentation requirements with the U.S. embassy/consulate in the guest's home country.