

Office of International Education (OIE)  
Jones hall 2nd floor rm. 200

Tel: 940.898.3338

Fax: 940.898.2048

## REQUEST FOR A LETTER TO CONSULATE FOR VISA PURPOSES

Many students ask about invitation letters for their families who wish to visit them here in the States, especially for special occasions like graduation. The U.S. Department of State has indicated that B-2 tourist/visitor visa applicants **do not need an invitation letter from the school**, and that letters are, in fact, not helpful.

We suggest your visitor take the following to their visa appointment:

- ❖ Letter of your good F-1 and academic standing from International Education (submit the Letter Request Form available under Forms on our website)
- ❖ Copies of your transcript and/or current enrollment.
- ❖ A photocopy of your I-20, passport, visa and I-94.
- ❖ If your visitor does not have the funds to support himself or herself during the visit to the U.S., you should show evidence of your ability to financially support them during their stay (for example, your assistantship letter or a bank statement).
- ❖ Any other documentation recommended on the U.S. Embassy website for your visitor's visa interview site – find this at <http://www.usembassy.gov>.

Although not necessary, if you would still like us to write an invitation letter on department letterhead, we will do so if you provide the following information:

**PRINT OR TYPE WE CAN ENSURE NAMES ARE CORRECTLY SPELLED.**

Complete embassy address where person will apply for visa (check online):	
Your Last Name:	First Name:
Your Address:	
Your Major:	Graduation Date:
<b>YOUR GUEST(S) INFORMATION</b>	
Last Name:	First Name:
	Relationship to you:
Last Name:	First Name:
	Relationship to you:
Last Name:	First Name:
	Relationship to you:
Last Name:	First Name:
	Relationship to you:
Purpose of visit:	
EXACT dates of visit	From: To:
Where will your visitor(s) stay while in the U.S.?	
Additional comments:	