**Invitation Letters for International Visitors**

The Department of State accepts invitation letters written by students as a supplemental document for their visitors to apply for a visa to come to the U.S. You do **not**need a separate support letter from ISSS in order to invite a family member to visit the United States.

For your convenience, we have prepared a template to help you craft your invitation letter.

In addition to the letter, please consider providing your visitor with the following documents for their visa interview:

* Copy of your ***passport***
* Copy of your ***I-20***
* Copy of your [**I-94**](https://urldefense.com/v3/__https%3A/i94.cbp.dhs.gov/I94/%2A/home__;Iw!!IBzWLUs!Aj3xhVxY7y8PwmVNxuFdmdobwpV7cP0t5VWYkYlkE3jHJ7e1ftXe48dtdiB1Ronf$)
* Copy of ***visa stamp***
* Copy of [**enrollment verification**](https://srfs.upenn.edu/student-records/enrollment-degree-verification) from the University of Pennsylvania’s Registrar

Visitors must be able to provide **financial support** for their visit.

Please note that ISSS is unable to influence the Department of State visa interview process or wait times.

**Scroll to template 🡫🡫**

[DATE]

[Name and Address of Embassy/Consulate
where your visitor will apply (find the address at <https://www.usembassy.gov>)]

Dear Officer:

My name is [YOUR NAME]. I am a [GRADUATE/UNDERGRADUATE] student at the University of Pennsylvania’s [YOUR SCHOOL] in F-1 status from [I-20 START DATE] to [I-20 END DATE].

*\*\*If you are on post-completion OPT*: I am sponsored by the University of Pennsylvania in F-1 status on OPT from [EAD START DATE] to [EAD END DATE].

I am writing this letter to inform you that I have invited the following family members to visit me in the United States from [DATE] to [DATE]. The purpose of their visit is [[PURPOSE – e.g., so that they can attend my commencement ceremony on [DATE]].

|  |  |  |
| --- | --- | --- |
| Name: | Relationship to Student | Date of Birth |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Your consideration of this request is greatly appreciated.

Sincerely,

[*YOUR SIGNATURE*]

[PRINT YOUR FULL NAME HERE]