



## Writing a Letter of Invitation

If you would like to invite a guest (friend, parent, or other extended family member) to visit you in the United States, that person must obtain a B-1/B-2 Visitor Visa or come to the U.S. under the Visa Waiver Program.

**To facilitate the process of applying for a B-1/B-2 visa, you can do the following (optional):**

1. Write a letter of invitation that includes the purpose of the visit, your relationship to the individual, a statement of your status here and the length of time they will be visiting (usually less than three months). If the individual has a job to which they plan to return, it is good to mention it in the invitation letter. If you plan to provide for their support while they are here, include that information as well.  
> Use the **Template on Page 2** to prepare your customized letter.
2. Obtain an **Enrollment Certificate**. This certificate verifies your status as a student at the University of San Francisco. You may request your Enrollment Certificate through your myUSF account as follows:
  1. Log on to myUSF.
  2. Click on the "Student" tab.
  3. Under "Student Self Service," click on the "Click Here" button.
  4. Click on the "Student" tab.
  5. Click on "Student Records."
  6. Click on "Request an Official Transcript or Enrollment Certificate."
  7. Click on the "Click Here" button.
  8. Selecting "Current Enrollment" or "All Enrollment," and then click on "Obtain an Enrollment Certificate."

Should you require an additional evidence of verification, request a Verification Letter from USF ISSS. Our office will need our standard processing time for your request to be completed.

3. If you state in your letter of invitation that you will provide **financial support** for your guest, then also include bank statements that prove you are capable of supporting a visitor.

Providing your family members with all of the above papers may improve their chances of obtaining a visa. However, there is no guarantee a visa will be issued. The success of the applicant's request for a visa lies in their ability to prove that they have no intention of staying permanently in the U.S.

For more information about U.S. visa processes, please visit the U.S. Department of State web site at  
<http://www.travel.state.gov>.

## Invitation Letter - Template

[Student or Scholar's name]

[Address]

[U.S. Phone Number]

[Date]

U.S. [Consulate or Embassy]

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

To Whom It May Concern:

My name is [Student or Scholar's Name]. I am a [your position: graduate or undergraduate student, researcher, professor, etc.] at the University of San Francisco in [F-1 or J-1...] status. [If you are a student on post-completion OPT or Academic Training you should say this here.]

I am writing this letter to confirm that I have invited my [relationship to student/scholar], [name of person(s) being invited], citizen[s] of [country], to visit me for a period of [number of weeks or months]. I would like to visit with my [relationship to student/scholar] in California. [State Purpose of Visit Here].

[Name of Person(s) being invited] will be presenting this letter to you, along with evidence to establish their close ties to [country], and to assure you that they will return prior to the expiration of their stay in the United States. During their time in the U.S., I certify that I will be fully responsible for the cost of room, board and travel within the U.S. [state this only if it is true].

Your consideration of this request is greatly appreciated.

Sincerely,

[Student or Scholar's Name]