

B-2 Visitor's Visa Invitation Letter Template

Students wishing to invite their family or friends to visit the U.S. in order to attend their graduation and commencement activities may write their own embassy/invitation letter.

Information on applying for a visitor/B2 visa can be found on the <https://travel.state.gov> website. 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.

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

- 1. Name of the invited person(s)**
- 2. The person's relationship to you**
- 3. Purpose of the visit**
 - If visiting to attend your commencement ceremony, you may wish to print an Enrollment Verification letter from GullNet or request a letter through the SU Registrar's Office [Forms](#) page to confirm your expected graduation date
- 4. Dates of the visit**
- 5. Location of the visit**
- 6. Itinerary of the visit**
 - After visiting SU, will the guest be sightseeing/traveling to other locations?
- 7. 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 LETTER

Note: This is a sample letter only, and not an official template. Please consult the [U.S. Embassy or Consulate](#) webpage for instructions on applying for a visa.

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

[Date of your Letter]

To Whom It May Concern,

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

I am inviting my [parent, sibling, friend, other relation, etc.], [full name of person you are inviting], to visit me in the United States for the purpose of [reason for their visit – e.g. “attending my graduation ceremony on May 22nd, 20XX”].

[Full name of the person you are inviting] will be visiting from [insert start date of visit] to [insert end date of visit].

While visiting me, [full name of person you are inviting] will stay at [your home? a hotel? other?] located at [address of where they will stay].

If the individual will further travel during their stay, you may wish to add a statement such as “After my graduation ceremony, my visitor plans on visiting Washington, D.C. for some sightseeing.”

Thank you for your consideration.

Sincerely,

Your Signature

Your Full Name (typed)