ST. FRANCIS COLLEGE EST. 1859
179 LIVINGSTON STREET, BROOKLYN, NY 11201

SFC GLOBAL
Office of International Student Services
Room 6212; Tel. (718) 489-2077

INVITING FAMILY OR FRIENDS TO THE US ON VISITOR VISA (B-2)

This document is for someone looking to invite their family or friends to come to the U.S. on B2 Visitor Visa, and is looking to send them an invitation letter in support of their application.

Firstly, your primary source for current and accurate information at all times must be from the U.S. DEPARTMENT of STATE — BUREAU of CONSULAR AFFAIRS (**Travel.State.Gov**). Do Not rely on other sources without verifying, as this could lead the traveller and inviter to be at a risk of misinformation.

Then, please consider the following statement available on US Visitor Visas before moving forward: **https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html**

Note: *Visa applicants must qualify based on their ties abroad/to their home country, rather than assurances from U.S. family and friends. A letter of invitation or Affidavit of Support is not needed to apply for a visitor visa. If you choose to bring a letter of invitation or Affidavit of Support to your interview, please remember it is not one of the factors used in determining whether to issue or deny the visa.*

For above reason, Saint Francis College does no issue visitor visa letters, since the consulates do not require such letters provided by the school to process B-2 visitor visas. Also, clear guidance from immigration authorities is for schools to avoid getting involved in visitor visa processing.

In addition to the above, always consider guidelines and notifications on your respective US Embassy website to track current requirements and announcements. (**https://www.usembassy.gov**).

Please advise the people you invite to gather required and supporting documents listed in above portals, apart from ensuring they have the following:

1. A Valid Passport with validity of at least 6-months, with copies of Non-Immigrant Visa Application, Form DS-160 Confirmation, Visa Application Fee Receipt, and Photograph as required
2. Evidence of your intent to depart the US after your trip, and/or ability to pay for all costs of the trip.
3. Other proofs like property deeds, business interests, proof of employment, or letter from employer authorizing vacation time may be used to demonstrate ties to the home country.
4. Student's immigration authorization details, visa, or graduation application copies may support.

If you would like to still write a personal letter, then you could consider the below template as a guide.

Sincerely,

Courtney O Inniss

Courtney Inniss
Principal Designated School Official

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SAMPLE PERSONAL LETTER FOR VISITOR VISA APPLICATION

[date]

U.S. Consular Official of [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 student, researcher, professor, etc.)] at the Saint Francis College, Brooklyn, NY in [F-1 or J-1 or Post Completion OPT] status.

I am writing this letter to confirm that I have invited the following people to attend my [Event Name/ Graduation Ceremony] scheduled on [date], and visit me for a period of [number of weeks or months].

[Name of Visitor 1]:
[Relationship to You]:
[Date of Birth]:
[Country of Citizenship]:

[Name of Visitor 2]:
[Relationship to You]:
[Date of Birth]:
[Country of Citizenship]:

They will be presenting this letter to you, along with evidence to establish their close ties to [country], with assurance to return before the expiration of their approved stay in the United States.

Your consideration of this request is greatly appreciated.

Sincerely,

[student or scholar's name]
[address]
[phone number]

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Instructions & Guide for Students: For Applying for a visitor's visa application

Please Read Carefully Before Proceeding: Do not skip any part of the instructions—it is important to read everything carefully.

This document is a **FICTIONAL example** to guide you in preparing your visitor visa invitation letter.

- The sections that are **greyed out** are placeholders.
- You should **fill these parts with your own details**.
- **Make sure to replace the greyed-out sections completely with accurate information that applies to your situation**. These include your personal information, event details, and information about your visitors.
- Since this is a **Word document**, you can easily **edit the placeholders** with your own information.
- Once completed, **sign the document** at the end.
- It is recommended to take a **color printout** of the signed letter when submitting it to the **Consulate**.

This is just an example to help you understand the format, but you must ensure that **all grey areas are filled out with the correct information** before submitting your letter to the U.S. Consulate.

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Student Request for Visitor Visa Invitation Letter – Example

Scenario:

Rajesh Kumar, a graduate student at St. Francis College in Brooklyn, NY, is about to graduate on May 16, 2025. He would like to invite his parents, Sita and Arun Kumar, who reside in India, to attend his graduation ceremony and visit him in the United States for a period of three weeks. To facilitate this, Rajesh is requesting visitor visas for his parents.

In order to support his parents' visa applications, Rajesh needs to provide a personal invitation letter to the U.S. Consulate. This letter confirms the details of the visit, including the graduation ceremony date, the duration of the stay, and the relationship between Rajesh and his parents. Additionally, Rajesh's letter will highlight his parents' ties to India, ensuring the Consulate that they will return to their home country after the visit.

The letter must be submitted to the U.S. Consulate as part of the visa application process to request visitor visas for Rajesh's parents.

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SAMPLE PERSONAL LETTER FOR VISITOR VISA APPLICATION

February 14, 2025
U.S. Consular Official
U.S. Consulate General
220, Anna Salai, Teynampet
Chennai, Tamil Nadu 600006
India

To Whom It May Concern,

My name is **Rajesh Kumar**. I am a **graduate student** at Saint Francis College, Brooklyn, NY, in **F-1 status**.
I am writing this letter to confirm that I have invited the following people to attend my **graduation ceremony** scheduled on **May 16, 2025**, and visit me for a period of **3 weeks**.

Sita Kumar:
Relationship to You: Mother
Date of Birth: March 22, 1980
Country of Citizenship: India

Arun Kumar:
Relationship to You: Father
Date of Birth: August 10, 1978
Country of Citizenship: India

They will be presenting this letter to you, along with evidence to establish their close ties to **India**, with assurance to return before the expiration of their approved stay in the United States.

Your consideration of this request is greatly appreciated.

Sincerely,
Rajesh Kumar
1234 Elm Street, Brooklyn, NY 11201
(555) 123-4567

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Instructions for Students (Recap):

- **The greyed-out areas in this sample letter are placeholders**. Replace these with your own information.
- **Replace your name, your position, your event details, and the names of your visitors** where indicated.
- **Fill in the correct information for each visitor**, including their relationship to you, birth date, and country of citizenship.
- Use **your own contact details at the end** of the letter.