



**The University of Oklahoma
Office of International Student Services**

Sample Invitation Letter

The following suggestions are meant as ADVICE only. We cannot guarantee how US consulates will approach each individual situation.

Note: This letter should be sent to the person who will be requesting the visa, and that person should present it to the US consulate along with the application for the tourist (B-2) visa. The applicant should also present as much documentation as possible to establish that s/he will depart the US prior to the expiration of their authorized stay in the United States.

To support the application for a B-2 visa, we suggest that you send the following to the applicant:

1. A letter from you to your invitee, in English, inviting him/her for a visit.
2. Evidence of your valid student status
 - a. letter from the **Registrar's Office** as evidence of student status
 - b. copies of your transcript and/or current enrollment
 - b. a **photocopy** of your I-20 or DS-2019, passport, visa and I-94 card
3. Evidence of your ability to financially support your visitor during their stay (for example, your assistantship letter or a bank statement). This evidence is needed only if your visitor does not have the funds to support himself or herself during the visit to the US.

Suggested Invitation Letter Format

Date:

United States Consul General
(Address of Foreign Consulate Where Person Will Apply for the Visa – check online)

Dear Honorable Consul:

My name is **(Last Name)**, **(First Name)** and I reside at **(Your US Address)**. I am a student at the University of Oklahoma majoring in **(Major)**. I am requesting that you issue a tourist (B-2) visa to **(Person you want to invite)**, in order to allow her/him to visit with me in the United States. S/he is my **(Explain your relationship to the person)** and will be visiting with me from **(arrival date)** to **(departure date)**. **(Explain why you want the person to visit)**.

During her/his stay in the United States, s/he will stay with me at my residence at the address stated above. I will be responsible for all of her/his room and board expenses while s/he is in the United States. Upon the termination of her/his visit, she/he will return to **(Country)**.

Your kind consideration to this request will be greatly appreciated.

Very truly yours,

Name
Address
Telephone No.