

INTERNATIONAL STUDENTS & SCHOLARS

Writing an Invitation Letter

Are you inviting friends or family to visit?

The U.S. Department of State Consular Affairs division indicates that the invitation letter should come from you (the inviter), as support letters from the institution are not considered in these cases. We therefore recommend drafting a personal letter to invite a friend or family member to visit you in the United States for up to six months. This may be taken to the visa interview as a supporting document.

You can make two versions of the letter, one in your own language, and one in English. If more than one friend or relative will be visiting at the same time, it is okay to write one letter for both visitors.

Your invitation letter can include, but is not limited to the following:

- Your own name and immigration status in the United States
- If you are an F-1 or J-1 student, state your status as a full-time student at Ohio State, and your degree level and field.
- If you are a J-1 Visiting Scholar or H-1B Employee, state your job title within the department that you are working for at Ohio State.
- Name and date of birth of the visitor
- Your relationship with the visitor (parent, sibling, friend, etc.)
- Reason for the visit (to attend graduation ceremony, birth of a child, tourism, etc.)
- Approximate arrival and departure dates of the visitor
- How the visitor will be financially supported during the visit. If you will be supporting the visitor during his or her time in the United States, it is recommended you supply a copy of your bank statement, showing that sufficient funds are available for living expenses.
- State that the visit is temporary and that the visitor will be returning home by the specified departure date. The visitor should also be prepared to provide evidence of his or her intention to return home, such as proof of continuing employment, proof of property ownership, or evidence of any other compelling reasons for needing to return home.

You may also wish to provide your visitor with a copy of your:

- I-94 card
- Immigration Document such as Form I-20 for F-1s, DS-2019 for J-1s, or the I-797 approval notice for H-1Bs
- Advising report, if you are a student. This can be requested through Buckeye Link.

Please contact an Immigration Coordinator (iss@oia.osu.edu) with any questions.