



## Request for Letter of Invitation International Student and Scholar Services

300 College Park, Rike Center #204  
Dayton, OH 45469-1701  
Ph: (937) 229-2748 • Fax: (937) 229-2766

An invitation letter from a school official is not required for friends or relatives applying for a visitor's visa (B visa). Instead, students are encouraged to write their own invitation letters. The letter should be written in English and include the following information:

- Who you are inviting and their relationship to you (e.g. father, sister, uncle, etc.)
- Purpose of the visit (e.g. vacation, attend graduation, meet new baby, etc.)
- Approximate dates of visit

A sample template is provided below for your use. Issue one letter per person over the age of 21. Children under the age of 21 can be included on their parent's letter.

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### SAMPLE INVITATION LETTER

Items in **BOLD** require your editing

*Dear Consul,*

*My name is **[your name]** and I am a **[F-1, J-1]** student at the University of Dayton in Dayton, Ohio pursuing a **[bachelor's, master's, doctoral]** degree in **[field of study]**.*

*A transcript and a copy of my **[I-20 for F-1 students or DS-2019 for J-1 students]** are attached as proof of enrollment.*

*I wish to invite the following individual for the purpose of **[list reason]**:*

***First Name LAST NAME (as appears in passport), date of birth, relationship to you.***

*My guests will stay at **[address of residence]** during their time here and the costs of their stay will be covered by **[financial information]**. Please see attached documentation for details.*

*I appreciate your help in issuing a tourist visa. Thank you for your time and consideration.*

*Sincerely,*

***[Your signature]**  
**[Your printed name]***