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# SAMPLE TOURIST VISA LETTER

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We know that you are looking forward to graduation—congratulations!—and that it’s important for members of your family to join us for the celebration. In accordance with the guidelines provided by the US State Department (see <https://travel.state.gov/content/visas/en/visit/visitor.html>), we provide you with the following suggestions for composing a tourist visa letter yourself.

As noted on the web page cited above,

“**Note:** Visa applicants must qualify on the basis of the applicant's residence and ties abroad, rather than assurances from U.S. family and friends. A letter of invitation or Affidavit of Support is not needed to apply for a nonimmigrant tourist visa. If you do choose to bring a letter of invitation or Affidavit of Support to your interview, please remember that it is not one of the factors that we use in determining whether to issue or deny a nonimmigrant tourist visa.”

(last accessed, March 8, 2016)

Family members (other than your spouse and children) wishing to visit the United States must apply for a tourist visa at the US embassy or consulate in their home countries.

We offer the following suggestions as advice only. We cannot guarantee how different US consulates will approach each individual situation. See <http://www.travel.state.gov/content/travel/en.html> for more information about applying for a tourist visa.

**Letter to the visa applicant:** This letter is to be sent to the person applying for the visa, and the visa applicant should present the letter to the US consulate with the tourist visa application (B-2).

Materials to send to the visa applicant:

- A letter from you to your invitee, in English, inviting him/her for a visit;
- evidence of your valid student status—e.g., a letter of verification of enrollment (e-mail your request to [registrar@oberlin.edu](mailto:registrar@oberlin.edu)), a copy of your transcript, or both; and
- photocopies of your current I-20 (not the original), passport biography page, current visa, and I-94. You do not need a new I-20 for this purpose.

Other materials that may be helpful:

- Evidence of your ability to financially support your visitor during their stay (e.g., 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.
- Family members’ evidence of funding. If your family members intend to cover their own expenses, they should provide a bank statement, employment verification, or other evidence of funding.
- Evidence of intent to return home. Your family members should provide evidence that they will return home after visiting the US. Documents showing employment, property ownership, close family relations in home country, or enrollment in school (in the home country) are considered good evidence of intent to return home.

Please see the sample letter format below and, of course, replace all words in parentheses with the relevant information.

**SUGGESTED INVITATION LETTER FORMAT**

(Date)

United States Consul General

(Mailing 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, including street, apt #, city, state, zip code). I am a student at Oberlin College, majoring in (major, and 2<sup>nd</sup> major, if applicable—no minors), and I am requesting that a tourist (B-2) visa be issued to (person you want to invite), in order to allow (her/him) to visit with me in the United States. (She/he) is my (explain your relationship to the person) and will be visiting with me from (arrival date) to (departure date). (Explain in one-to-three sentences why you want the person to visit.)

During (her/his) stay in the United States, (she/he) will stay with me at my residence at the address stated below (if that is not the case, explain). I will be responsible for all of (her/his) room-and-board expenses while (she/he) is in the United States (if that is not the case, explain). Upon the termination of (her/his) visit, (she/he) will return to (home country).

Your kind consideration of this request will be greatly appreciated.

Very truly yours,

(Signature)

(Name)

(Address, as noted above)

(Email address)

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