



**International Student Services**  
**Sierra Vista, 3<sup>rd</sup> Fl**  
**1500 N Verdugo Rd**  
**Glendale, CA 91208-2894**  
**818-240-1000 x6645**  
**gcciso@glendale.edu**

## Invitation Letters

An invitation letter from a school official is not required for friends/relatives seeking a visitor's visa (B visa). Instead, any invitation letter required from an embassy/consulate should come directly from you, the person doing the inviting. Make sure you check your embassy/consulate's website to determine if such a letter is indeed needed; **consular officers do not look at documents that they do not request**. If requested, the letter should be written in English and include the following information:

- Who you are inviting and that individual's relationship to you (i.e. mother or father)
- Purpose of the visit (i.e. vacation, attend graduation, etc)
- Approximate dates of the visit

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

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Dear Consul,

My name is (your name) and I am an F-1 student at Glendale Community College in Glendale, CA, pursuing (a certificate/an associate's degree) in (your major).

Optional sentence: A transcript and a copy of my I-20 are attached as proof of my enrollment.

I wish to invite the following individual for the purpose of (list the reason):

First Name LAST NAME (as appears in passport), Date of Birth, Relationship to you (i.e. mother).

My guests will stay at (residence or other location) during the duration of their visit, and the costs of their visit will be covered by (financial information). Please see the attached financial documentation for more details.

I appreciate your assistance in issuing a tourist visa. Thank you for your time and kind consideration of the attached visa application.

Sincerely,

Your signature

Your printed name

Contact phone and/or email address, if desired