

Sample Invitation Letter

[Today's Date]

U.S. [Consulate or Embassy]

Address [City and country of U.S. Consulate/Embassy where visitor will be applying]

Re: [Family member's name/relationship to student]

[Student's name and SEVIS ID#]

Wake Forest University

[Student's email address]

[Student's phone number]

To Whom It May Concern:

My name is [student's first and last (family) name]. I am a [your position: graduate or undergraduate student] in F-1 status at Wake Forest University in Winston-Salem, North Carolina. I am pursuing a degree in [enter field of study], which I expect to complete in [enter graduation semester]. [Note: If you are a student in post-completion OPT, state this here.]

I would like to invite my [relationship to student], [full name of person(s) being invited], born [enter birthdate MM/DD/YYYY], citizen of [country], to visit me in the United States. The purpose of the visit is [state purpose of visit here: general travel/leisure, attend graduation ceremony, etc.] The dates of the visit are [enter start date MM/DD/YYYY to end date MM/DD/YYYY].

[Name of person(s) being invited] will be presenting this letter to you, along with evidence to establish their close ties to [country], and to assure you that they will return prior to the expiration of their stay in the United States.

Thank you for your consideration of this request. Please contact me if additional information is needed.

Sincerely,

[Student's name]

Please Note: Students may want to attach proof of enrollment to their invitation letter.

- *Undergraduates: You may obtain proof of enrollment via WIN. Follow the instructions here: <http://registrar.wfu.edu/services/verifications/>*
- *Graduates: Please contact your school's Registrar (Arts & Sciences, School of Law, etc.) to request proof of enrollment.*