



## Inviting Family/Friends for a Short Visit

Individuals wishing to invite family members or friends to the U.S. for a short visit should ensure that the visitors review information about applying for a tourist visa or, if they qualify for the [Visa Waiver Program](#), the [Electronic System for Travel Authorization](#) (ESTA) process.

- [Embassy/Consulate webpage](#) where they will apply for the visa;
- [U.S. Department of State Visitor Visa webpage](#); and/or
- If applicable, [U.S. Department of State Visa Waiver Program webpage](#).

Please note: ISSS does not write invitation letters for students'/scholars' family or friends as there is no formal relationship between CU Boulder and students'/scholars' family members or friends.

You may choose to write an invitation letter that your family/friends can present at the U.S. embassy/consulate and/or U.S. port of entry. This letter may or may not have any bearing on the outcome of the visa application.

- The invitation letter could include the following: 1) your name and your reason for living in the U.S. (e.g., CU Boulder degree program name and level or specific scholar appointment); 2) information about the individual(s) you are inviting (e.g., passport name; relationship to you; date of birth; city and county of birth; country of citizenship); 3) the purpose and approximate length of the visit; and 4) whether you will provide room and board or any other financial assistance for the visit.

Family/friends should bring required documentation to the visa appointment/ U.S. port of entry and be prepared to:

- Discuss their binding ties to their home country and intent to return home (e.g., employment, property ownership, home country school enrollment)
- Document their ability to support themselves financially while in the U.S. (e.g., bank statements, employment letter with salary information; [Affidavit of Support](#))
- Provide evidence of your visa status in the U.S. (e.g., copies of your visa, [I-94](#), I-20; enrollment verification and/or transcript; CU Boulder job offer letter; J-1 Program Summary Form.

If you are inviting a spouse and/or children under the age of 21 to stay with you in the U.S. on a dependent visa (F-1/J-2), please submit a Dependent Request Form (available in MyISSS portal) to ISSS with the required documentation.

### **Sample Letter**—Replace the brackets with information specific to your situation

**[Date]:**

U.S. **[Consulate/Embassy]** **[City, Country of U.S. Consulate/Embassy]**

Dear Consular Officer:

I, **[name on your passport]**, a citizen of **[country of citizenship]** born on **[date of birth]**, am currently a **[graduate student/undergraduate student/ visiting scholar]** at the University of Colorado Boulder in **[F-1/J-1]** status **[SEVIS ID #]**.

*For Students:* I am majoring in **[program of study]** and anticipate graduating on **[date of expected graduation]**.

*For Scholars:* I am a scholar collaborating with the University in the field of **[field of J-1 program from DS-2019]** until **[DS-2019 end date]**.

I would like to invite my **[relationship]** to visit me **[state purpose of the visit]** from **[date]** to **[date]**.

- **[Full name of visitor as in passport; date of birth; city and country of birth; country of citizenship]**

During the visit, **[they]** will stay at the following address: **[complete address]**. *If applicable:* I will provide financially for **their room/ board/ airfare]**.

Please feel free to contact me by phone **[U.S. phone number]** or email **[Colorado.edu email address]** should you have any questions.

**[Your signature]**