

## Guide to Inviting Family Members to Visit the U.S.

This guide is designed to provide you with some suggestions on how to help your family members prepare when applying for a visitor's visa (B2) at the US Consulate or embassy in their home country. CIE does not produce letters of invitation for the purpose of inviting students' family members to visit the U.S. as these letters are not required by the United States Consular Offices in order for family members to obtain visitor visas.

**1. Provide your family member with an invitation letter (this letter is to be written by you- the person inviting the family member for a visit)**

Include the purpose of the visit, the relationship to the individual, a statement of your status here in the U.S., and the length of time the family will be visiting (usually less than 3 months). If the individual has a job to which they plan to return, it is good to mention it. If you plan to provide for the family's support while they are in the U.S., include that information as well. You are welcome to use the invitation letter template provided on page 2 of this guide to prepare a customized letter.

**2. Obtain an Enrollment Verification Letter**

You can request an Enrollment Verification letter via your MyCSUEB.

**3. In addition to completing the online Nonimmigrant Visa Application, Form DS-160 (along with photographs), we recommend your family member(s) take the following documents from you:**

- Your Invitation letter
- Your Enrollment Verification Letter
- Copy of your most recent I-20
- Copy of your most recent I-94
- Copy of your most recent visa (Canadian students and their Canadian visitors are exempt from the visa requirement)
- Copies of your bank statements from the last 2 -3 months if you are helping to financially support their visit
  - If you are not financially supporting them, we recommend they take their own financial support
- Proof of their employment and/or proof of property ownership to show that they have strong ties to their home country.

Have your family member visit the Department of State's website for more information on this type of visa at:

<https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>

Providing your family member(s) with all of the above documents may improve their chances of obtaining a visa, however, there is no guarantee a visa will be issued. The success of the applicant's request for a visa lies in their ability to prove that they have no intention of staying permanently in the U.S.

## Sample Invitation Letter

[Your Name]  
[Local U.S. address]  
[phone number]

[Date]

U.S. [Consulate or Embassy]  
[City, Country Location of U.S. Consulate or Embassy]

To Whom It May Concern:

My name is [Your Name]. I am a [graduate or undergraduate] student at California State University, East Bay in F-1 status. [If you are currently on Post Completion or OPT STEM, you should mention that here.]

I am writing this letter to confirm that I have invited my [relationship to student], [name of person(s) being invited], citizen(s) of [country] to visit me for a period of [number of days, weeks, or months]. I would like to visit with my [relationship to student] in California for [state purpose of visit].

[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. During their time in the US, I certify that I will be fully responsible for the cost of room, board and travel within the U.S. [state this ONLY if it is true].

Your consideration of this request is greatly appreciated.

Sincerely,

[Your hand written signature]

[Your name]