

International Student Services Office (ISSO)

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 (B-2) at a US consulate or embassy in their home country. The International Services Office (ISSO) at Lynn University does not produce letters of invitation for the purpose of inviting students' family members to visit the United States 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 three 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. Use the invitation letter template provided in page 2 of this guide to prepare a customized letter.

2. Obtain an Enrollment Verification Letter

You can request an Enrollment Verification Letter to verify your student enrollment or verify your program completion (graduation) from the Office of the Registrar. Follow the steps below to request this letter:

- Log in to your myLynn account, click on Academics>Student
- Scroll down—under Student Requests, click on Enrollment Verification
- In the area box provided, please include the reason why the letter is needed (for example: to invite a family member from home country to visit for graduation ceremony).

3. In addition to completing the online [Nonimmigrant Visa Application, Form DS-160](#) (along with photographs), your family member(s) will need the following documents from you:

- Your invitation letter
- Your Enrollment Verification letter
- Copies of your bank statements from the last two to three months if you are helping to financially support their visit
- If you are not providing any financial support, your visitor(s) will need to provide evidence of their own financial resources for the visit
- Proof of their employment and/or proof of property ownership to show that they have strong ties in their home country
- Copy of your I-20
- Copy of your most recent I-94 Arrival/Departure Record as evidence of your status
- Copy of your visa (Canadian students and their Canadian visitors are exempt from the visa requirement)

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/visas/en/visit/visitor.html>.

Providing family members 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.

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Sample Invitation Letter

[*student's 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 [*student's name*]. I am a [*graduate or undergraduate student*] at Lynn University in F1 status. [*If you are a student on post-completion OPT you should say this 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 weeks or months*]. I would like to visit with my [*relationship to student*] in Florida for [*state purpose of visit here*].

[*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,

[*Student's name*]