

TO INVITE A VISITOR (B1/B2)

If you wish to have someone who is not a resident of the U.S. visit you while you are attending the University of Alabama in Huntsville, you will need to submit the following to the person prior to their visa appointment:

1. An invitation letter from you requesting that they visit (see example below).
2. A Certification of Enrollment Letter from Charger Central if you are enrolled in classes or if you are an employee, an employment verification letter from Human Resources.
3. If the visitor is coming to see you graduate, then print information from the UAHuntsville commencement website regarding the graduation ceremony (dates).
4. If you are in the U.S. on as non-immigrant include a photocopy of your I-20, DS2019, I-797 notice of action or other immigration documents as evidence of your status.

In addition the person who is applying for the B1/B2 visitor's visa will need to provide:

- 1) Proof of funds sufficient to cover the costs of their travel and expenses,
- 2) Evidence of their foreign residence
- 3) Evidence of substantial ties to the foreign residence (included but not limited to property ownership, employment, family ties, return air ticket, other responsibilities in the home country that would be.

SAMPLE LETTER OF INVITATION

(Date)

Consular Officer
United States (Consulate or Embassy)
(City, Country)

Dear Consul,

My name is _____ and I am an (F-1, J-1, H1B etc.) student/employee at the University of Alabama in Huntsville, AL, employed as a/pursuing a (bachelor's, master's, etc.) degree in (major or field of study). A certification of enrollment/employment and copy of my immigration documents (I-20 or DS-2019, etc...) are attached as proof of my enrollment/employment.

I wish to invite the following individual(s) to (or to visit, attend graduation, or other event, etc.) to be held (date) (or from date – date) in Huntsville, Alabama.

LAST NAME, First name (as in passport), date of birth and country of citizenship
Relationship to letter writer (you)

Please assist them in receiving a tourist visa so that they may attend the graduation ceremony/visit me as my guest. They will return back to their home country on (date).

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

Thank you for your time and kind consideration of the attached visa application(s).

Sincerely,

(signature)

(Your name – printed)

Sample Budget for inviting B1/B2 visitor

Estimated Expenses (per month) or for period of stay:

Housing _____

Food _____

Transportation/car _____

Insurance _____

Miscellaneous _____

TOTAL EXPENSES _____

Approximate income or financial support:

Family support _____

Income from other on-campus employment _____

Other _____

TOTAL FINANCIAL SUPPORT _____