

# 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 the Registrar's Office in Charger Central if you will be enrolled in classes during their visit**
- 3. If the visitor is coming to see you graduate, then print information from the commencement website about 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.**

In addition the person who is applying for the B1/B2 visitor's visa will need to provide proof of funds sufficient to cover the costs of their travel and expenses, their foreign residence and 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, etc.) student at the University of Alabama in Huntsville, AL, pursuing a (bachelor's, master's, etc.) degree in (major or field of study). A Certification of Enrollment and copy of my immigration documents (I-20 or DS-2019) are attached as proof of my enrollment/employment.

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

LAST NAME, First name (as in passport), date of birth  
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** \_\_\_\_\_