Inviting Family Members to Visit the U.S. (especially for Graduation)

As graduation approaches, you may want to invite your parents or other family members to celebrate commencement with you here in Kalamazoo. Here are some suggestions to help them apply for a visitor's visa (B-2) at a US consulate or embassy in their home country. (*Please note that the International Student Services office does not write letters of invitation because this letter should be written by you, the host.*) Before applying for a visa, it may be helpful if your family member(s) have already purchased return ticket (absolutely required by some consulates) and proof they have sufficient financial resources to cover their visit to the United States. Your family can find specific instructions on the Consular pages of the US Embassy website in the country where your family or friends live.

In general, you should include the following information about yourself in your letter of invitation. Be sure to sign your letter in **blue** ink.

- Your name
- SEVIS ID (located on page 1 of your I-20)
- Current I-94 number (can be found here: [https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov/))
- U.S. address (it *must* match what is in SEVIS; another reason to be sure you keep your address current). You can email isa@kzoo.edu to verify that your current address matches what is in SEVIS.
- The name of each family member (as is in their passport—with last/surname in capital letters) and the date of birth (mm/dd/yyyy)
- Approximate dates of your family’s visit
- Statement that your family/friends will be staying with you or whatever other arrangements have been made
- Reason for the visit (graduation, visit, etc.)
- Immigration Status Verification Letter supplied by the CIP. You can email isa@kzoo.edu to request this letter. (Please allow at least one week for the CIP to prepare this.)

Copies you may need to attach to your letter (not all will be needed, based on your situation and the specific embassy’s requirements):

- Printout of your unofficial transcript
- Copy of your I-20
- Copy of the picture page of your passport (biographical info, document expiration date)
- Copy of your US Visa
- Copy of your most recent I-94 (found here: [https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov/))
- *Proof that your application for graduation has been approved by the Registrar*

Information your family will need to apply for a US Visitor Visa can be found at [http://travel.state.gov/content/visas/english/visit/visitor.html](http://travel.state.gov/content/visas/english/visit/visitor.html) and is probably posted to the U.S. embassy’s website in your country, or you can contact the embassy directly to inquire what specific documents they might require.

Please note that the CIP is unable to write letter of invitation for your family members.