Delete ⤍ - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Use the text below to create your own Invitation Letter for Visitors. Choose the paragraph that applies to you. Replace text within the brackets “**[ ]**” with your own information.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Delete

**[Date]**

U.S. **[Consulate or Embassy]**  
Nonimmigrant Visa Section

**[City, Country location of U.S. Consulate or Embassy]**  
  
Dear Consular Officer:

I would like to invite my **[relation - full name]** to visit me in New York to **[state the purpose of the trip]** for the period from **[date]** to **[date]**.

Currently enrolled student

My name is **[name as it is on your passport]**. I am currently a **[graduate/undergraduate student** at **[name of school]** at the Columbia University, in **[e.g. F-1 or J-1]** immigration status, which is expected to continue until **[end date on your I-20 or DS-2019]**.

Alumni on Post-completion OPT

My name is **[name as it is on your passport]**. I am currently a Columbia University alum in F-1 status on authorized Optional Practical Training (OPT). My OPT as indicated on my EAD is authorized from **[date]** to **[date]**. I am currently employed at **[name of employer]** located at **[address of employment]**.

J-1 Research Scholar/ Professor/Student Intern

My name is **[name as it is on your passport]**. I am currently in J-1 status as a **[reseaarch scholar/professor/student intern].** My J-1 program is expected to continue until **[end date on your DS-2019]**.

**Host Information** (You)

Name:

Current Address:

Passport Number:   
Valid until:

Current Immigration Status:

Date of Initial Entry to the U.S:

Relationship to guest:

**Visitor Information** (include for *each* prospective visitor)

Name:

Current Address:

Date of Birth:

Place of Birth:

Passport Number:

Valid Until:

Source of Funding During Stay in U.S:

Thank you for your consideration.

Sincerely yours,

**[Your Signature]**