



OFFICE OF
INTERNATIONAL PROGRAMS

INTERNATIONAL STUDENT
& SCHOLAR SERVICES

INVITATION LETTER REQUEST FORM

During your stay in the United States you may wish to invite extended family members to visit you. If you would like to request an invitation letter from OIP to assist your family members in obtaining the appropriate entry visas, please complete the reverse side of this form.

The **Visa Waiver Program (VWP)** allows citizens of certain selected countries traveling temporarily to the United States for pleasure or business to enter the country without obtaining a nonimmigrant visa. Admission is for a maximum of 90 days.

Only nationals of the following countries may participate in the Visa Waiver Program:

Andorra	France	Lithuania	Singapore
Australia	Germany	Luxembourg	Slovakia
Austria	Hungary	Malta	Slovenia
Belgium	Iceland	Monaco	South Korea
Brunei	Ireland	the Netherlands	Spain
Czech Republic	Italy	New Zealand	Sweden
Denmark	Japan	Norway	Switzerland
Estonia	Latvia	Portugal	United Kingdom*
Finland	Liechtenstein	San Marino	

**For citizens with the unrestricted right of permanent abode in England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man.*

A visitor who enters under the VWP is recorded as a tourist or a visitor for business and can remain in the United States for up to 90 days. S/he may not extend his/her status and may not change his/her status to any other visa status except permanent resident (green card). Applicants for the VWP must have machine-readable passports that are valid for at least six months beyond the expected date of departure. VWP visitors must also receive authorization through the Electronic System for Travel Authorization (ESTA) prior to their departure to the United States. For more information please see:

http://travel.state.gov/visa/temp/without/without_1990.html

NOTE: If you have ever been refused a visa, have a criminal record or are ineligible for a visa, you may not travel on the VWP. You must apply for a visa to the United States.

Those individuals who do not qualify for the VWP must obtain entry visas from the U.S. embassy or consulate abroad. It is important to contact each embassy or consulate to find out the precise application procedures. For more information, please see: http://travel.state.gov/travel/tips/embassies/embassies_1214.html

In general, the tourist visa application includes the Nonimmigrant Visa Application Form DS-156, passports, any applicable filing fees, and an interview with a U.S. Consular Officer. The Consular Officer must deny the application if s/he believes that the applicant does not actually intend to return home. The application must also be denied if the Consular Officer feels the applicant will run out of money or if s/he believes the applicant will seek employment in the United States. Therefore, applicants for tourist visas must be prepared to demonstrate that they will not be working while in the United States and that they intend to return home at the end of their stay.

Please allow 1 week for processing.

Student/Scholar Personal Information:

Date: _____

Last Name: _____

First Name: _____

Student ID#: _____

Visa Status: F-1 J-1 H-1B Other: _____

Email Address: _____

Local Telephone #: _____

Purpose and anticipated date of visit: _____

Invitees Personal Information:

Passport Last Name: _____

Passport First Name: _____

Date of Birth: _____ / _____ / _____
Month Day Year

City of Birth: _____

Country of Citizenship: _____

Passport Number: _____

Relationship to Student/Scholar: _____

In which city will the invitee(s) apply for the visa(s)? _____

If you are inviting more than one person, would you like separate letters for each applicant?

Yes

No

Passport Last Name: _____

Passport Last Name: _____

Passport First Name: _____

Passport First Name: _____

Date of Birth: _____ / _____ / _____
Month Day Year

Date of Birth: _____ / _____ / _____
Month Day Year

City of Birth: _____

City of Birth: _____

Country of Citizenship: _____

Country of Citizenship: _____

Passport Number: _____

Passport Number: _____

Relationship to Student/Scholar: _____

Relationship to Student/Scholar: _____

Passport Last Name: _____

Additional Comments:

Passport First Name: _____

Date of Birth: _____ / _____ / _____
Month Day Year

City of Birth: _____

Country of Citizenship: _____

Passport Number: _____

Relationship to Student/Scholar: _____