



Office of International Studies
Montana State University Billings
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Inviting Family Members to Visit You in the U.S.

International Student and Scholar Services no longer issues invitation letters for family members intending to visit students in the U.S. According to guidance from the U.S. Department of State, an invitation letter from the host universities is not needed for your relatives to apply for a visitor's visa. For specific instructions regarding what is needed for the B-1/B-2 visa, please refer your family member to the website of the embassy/consulate where they will apply for the visa.

Writing Your Own Invitation Letter

As a student in F-1/J-1 status, you may write your own invitation letters for family members. Your letter should confirm that you are an MSUB student and you would like to invite your family member to visit you in the U.S. You should also include your family member's **name, birth date, relationship to you, passport number, and whether you will provide for their room and board during their visit.**

In addition, you can request an enrollment letter from the Registrar's office to accompany your invitation letter. To request enrollment verification from the Registrar's office, please take these steps:

1. Login to myInfo using your NetID,
2. Click on Student Records -> Enrollment Verification.
(These steps link you to the National Student Clearinghouse and authenticate the student identification)

After the request is processed you will be sent an email within 1 to 2 business days with the verification document attached. For additional information regarding enrollment verification, please contact Admissions and Records/Registrar at 406-657-2158.

Additional Documentation

Depending on the U.S. embassy/consulate that your relative(s) will visit, other documentation may be required. This can include planned itineraries or schedules, family registers and/or photos evidencing relationship, copies of your passport, etc. Be sure to visit the particular embassy or consulate website for a full list of required documentation.

You can locate the websites for all embassies and consulates at this link: <http://www.usembassy.gov/>.

Whenever possible, original letters should be sent to relatives abroad to accompany their visa applications.

Sample Invitation Letter

Please see below the next page for a sample invitation letter.

Be sure to replace any bolded/highlighted text with information relevant to your visitor.

[SAMPLE INVITATION LETTER FOR F-1/J-1 STUDENTS]

[DATE]

To Whom It May Concern:

I would like to invite _____, my **(relationship)** to visit me in Billings, Montana for **(reason)**. I am currently a full-time student at the Montana State University Billings studying toward by **(undergraduate or graduate)** degree in _____. I began my studies on **(month, day, year)** and expect to complete my studies no later than **(month, day, year)**. I have attached copies of my SEVIS I-20 and enrollment verification for your reference.

[OPTIONAL]

While visiting me, _____ will be staying with me at my **(house/apartment or place where they will stay)**. The address is _____.

If you have any questions, please do not hesitate to contact me.

Sincerely,
(signature)

Your Name

Your Address and Telephone Number