

HOW TO REQUEST AN INVITATION LETTER

If you would like to invite friends or family members to visit you while you are studying or working in the United States, you may choose to request an invitation letter from the Office of International Student Services. The Invitation Letter is available to Marshall University students, employees and scholars in valid F-1 or J-1 status. Your friend or family member may take the letter to a visa appointment; however, the letter is not required for the visa interview and is not a factor of consideration for issuance or denial of a visitor visa. The letter may also be kept for entry to the United States as verification of the purpose of the visit. You may choose to email the letter to your friend or family member or send the original through mail.

To request an invitation letter, please submit a form online at:

<http://www.marshall.edu/iss/invitation>

Please note that each letter requires a separate request. Processing time for invitation letters may be 2-3 business days. You will receive email notification to your Marshall University email account once the letter is prepared. If you do not receive notification in a timely manner, please contact the Office of International Student Services at iss@marshall.edu.

For information about obtaining a visitor visa to the United States, please visit the US Department of State Bureau of Consular Affairs website:

<https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>.