

International Services Office Request for Letter of Invitation

The International Services Office will be happy to prepare a letter of invitation for any family member that wishes to apply for a B visa to visit the U.S.

Information needed on each person to be invited:

- 1) Full name of each person invited (with last name all capitalized) and their relationship to you (mother, father, brother, etc.) **Written as: SMITH, John (Father)**
- 2) Date of Birth **Written as: January 1, 1955**
- 3) City of Birth
- 4) Country of Birth
- 5) Citizenship Country
- 6) **Exact dates** (Date expected to arrive in U.S. and date expected to leave the U.S.)
- 7) Person who will financially support their stay in the U.S.
- 8) Local Address where visitors will reside during visit
(Visiting family members are not allowed to stay in campus housing)

Employment Verification Form

If you will financially support or help support your family during their visit, you should also request an “Employment Verification Form” from Human Resource Management, to accompany the letter of invitation.

Contact: Darlene Roques in HRM (persdvr@lsuhsc.edu) via email to request the Employment Verification Form. Explain the specific reason for the request and please allow (3) days for the request to be processed.