



# International Student Guide: Letter of Invitation

## Letter of Invitation

A letter of invitation is used to support an [application for a TRV](#) for a family member or friend from your home country who wants to visit you in Canada.

This letter is written by you - the student. It does not guarantee that a visa will be issued. Visa officers assess the applicant to determine whether they meet the requirements of the Immigration and Refugee Protection Act and Regulations.

### **Students must complete 6 months of study to invite family members or friends.**

A letter of invitation will be submitted with the application when the family member applies to enter Canada. The purpose of the visit may be to attend your graduation or just to visit you. You must make sure you send the letter to them at your earliest convenience to accommodate IRCC processing times for this application.

**Please Note:** Do not use your personal MyCIC account to apply for a visitor visa application for a family member. Your family member should create their own account if they apply online.

## Writing the Letter

You **must** include this information about **the person you are inviting**:

- complete name
- date of birth
- address and telephone number
- your relationship to the person
- the purpose of the trip
- how long the person plans to stay in Canada
- where the person will stay, and how he or she will pay for things
- when the person plans to leave Canada

You **must** include this information about **yourself**:

- complete name
- date of birth
- address and telephone number in Canada
- job title (if applicable)
- copy of your study/work permit and passport pages
- copy of your transcript
- details of your family, such as names and dates of birth of your spouse and dependants
- the total number of people living in your household



## Additional Documents

You can also provide the following documents to support your invitation:

- Copies of your passport pages
- Letter of confirmation of enrollment from NSCC
- If you are directly responsible for your family member's expenses, provide proof of means of financial support

Refer to the sample letters below for help.

## Important Information for the Applicant (the person visiting you)

Remember – your letter is only part of the support of the application. Your family member/friend should ensure they submit a complete application for a TRV. Some visa offices may require the letter of invitation to be notarized. You can check [this website](#) to see where they need to submit their application.

The applicant must provide proof of economic and/or social ties to their home country. They must prove to Visa Officers that they will return to their home country after visiting Canada.

**Economic ties include:** Bank statements, proof of financial investments, letters of employment, proof of business ownership, proof of property ownership, etc.

**Social ties include:** Evidence that family members back home depend on them for financial /social support and that they must return home after their visit in order to meet these social obligations (letters, school records, shared bills, etc.)

For more information, please visit IRCC's website and read about [Letter of Invitation](#)



## Sample Letter

The Canadian Embassy,  
Immigration Section

May 1, 2018

Re: Letter of invitation for my parents (Zhiye Chen and Junyuang Chen)

Dear Visa Officer,

This letter is to support the application for Temporary Visitor Visa (TRV) of my parents.

My father, Zhiye Chen (born Feb 16, 1943) and my mother, Junyuang Chan (born June 8, 1946) live at

Apt 1012, No. 39 Yanan Road West  
Guangzhou, Guangdong  
P.R China  
200231

Their home phone number is 1-23-456-789-1011.

I am an international student in Canada. I completed my Two Year Business Accounting program on April 27, 2016 at Nova Scotia Community College (NSCC), at the Truro Campus. *I would like to invite my parents to attend my convocation ceremony that will take place on June 10th, 2016 in Truro, NS. **/OR/** It has been one year since I have seen my parents and so I would like to invite them to spend some time with me here in Canada. (Use whichever statement applies to your situation)*

They intend to stay with me at my home for 2 weeks, from June 5th to 19th, 2012. They will be booking their flights to leave P.R China on May 16th, 2012. Housing and food costs during their stay will be covered by me; they will cover all other costs for their trip.

I have attached a copy of my passport and study permit. My date of birth is April 17th, 1986. I live at 2334 Lawrence Ave, Truro, NS, B2D 3W4. My phone number is 902-895 4122 and my email address is lianc23@gmail.com

Thank you in advance for consideration of my parents' temporary resident visa application.

Sincerely,

Xiao Chen

