Invitation Letter for Carleton Students’ Family Members and Friends

Your family or friends may need a Temporary Resident Visa (TRV) to travel to Canada to visit you. You can write an invitation letter for them to use as one of the supporting documents for their visa application. You can write one letter for both of your parents and for any young children who will travel with them.

You aren’t legally responsible for the people you invite, but your letter should be sincere and truthful.   
This hand-out shows a suggested format with the information that the visa office needs.

* See Immigration, Refugees and Citizenship Canada information about applying for a TRV: <http://bit.ly/33jRu3M>
* Find the Canadian embassy or consulate for your home country: <http://bit.ly/2OyYuGc>

Your Residential Address

Current Date

To: Canadian Embassy or Consulate

Dear Immigration Officer:

I am writing this letter in support of an application for *(a)* Temporary Resident Visa*(s)* by the following person*(s):*

1. Complete Name of Person 1 *(matching what is on their passport)*; their relationship to you

* Date of birth
* Address and telephone number
* The person’s relationship to you

1. Complete Name of Person 2 *(matching what is on their passport);* their relationship to you

* Date of birth
* Address and telephone number
* The person’s relationship to you

*[Add more persons as needed]*

Information about me:

* Complete name
* UCI *[This is your identity number with Immigration, Refugees and Citizenship Canada. You can find it on your study permit.]*
* Date of birth: *yyyy/mm/dd*
* Passport — Country of issue, number, validity dates
* Status in Canada – Student at Carleton University, Ottawa. Please find attached my study permit and current Carleton Certificate of Enrolment.

*Write a paragraph with information about:*

* *The purpose of the trip, e.g. attending convocation, visiting during school break*
* *Length and time period of the visit to Canada*
* *Where your guest(s) will stay, and how they will pay for return travel and expenses in Canada*

Please call or email me if I can provide any additional information.

I am looking forward to welcoming my family/friends to Ottawa. Thank you for your consideration.

Your Signature *(scanned or e-signature is OK for online applications*)

Email: Phone:

*Updated June 2024*