



This form is intended as a guide for international students who are writing invitation letters. It is intended as a general guide only.

If your family members apply for a visitor visa to visit you in Australia, they may need to provide an invitation letter. This invitation letter is a **letter from you (not from the University)** that explains your relationship to your family member and the reason that you are inviting them to visit you in Australia.

Information that you may wish to include in **your** invitation letter:

- > The names and dates of birth of the relatives you are inviting
- > Your relatives' intended travel dates
- > An explanation of your student status and program of study
- > An explanation of the reason that you are inviting your relatives
- > Graduation ceremony dates (if your relatives are visiting to attend your graduation)

Information about the documents required for a visitor visa application can be found on DHA's site:

[https://www.homeaffairs.gov.au/Trav/Visa-1/600-/Visitor-visa-\(subclass-600\)-Tourist-Stream-document-checklist](https://www.homeaffairs.gov.au/Trav/Visa-1/600-/Visitor-visa-(subclass-600)-Tourist-Stream-document-checklist)

## Sample letter

Below is a sample letter outlining the type of information that you may need to supply in **your** invitation letter. Please note that this letter is a suggestion only – whether your letter is sufficient and if a visa will be granted is ultimately a decision made by the Department of Home Affairs.

<p>&lt;Address of the Australian visa office in your home country&gt;</p>	Letter header
<p><b>Subject:</b> &lt;name and date of birth of your relatives&gt; <b>Date:</b> &lt;today's date&gt;</p>	Subject line
<p><b>To Whom It May Concern:</b></p> <p>I am international student who &lt;is currently enrolled / has recently completed&gt; in the &lt;name of program&gt; program at The University of Adelaide. I wish to invite &lt;name of your relatives&gt; to visit me in Australia for &lt;time period&gt; for the purpose of &lt;reason for visit / graduation dates, etc&gt;</p> <p>I have attached a letter confirming my &lt;enrolment / completion&gt; issued by the University of Adelaide.</p>	Body of letter containing information about your student status and the reason why you are inviting your relatives to visit you in Australia  <i>Please note that the information appearing here is a suggestion only</i>
<p>Yours sincerely, &lt;your name&gt; &lt;your address in Australia&gt;</p>	Signature line