

## Inviting Family or Friends to Visit Canada

For more info, visit [www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/letter-invitation.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/letter-invitation.html) and [www.kpu.ca/international/internationalstudents](http://www.kpu.ca/international/internationalstudents)

**If your family or friends apply to visit Canada**, a letter of invitation might be requested by the Canadian Consulate in their region. The following information will help you prepare such a letter to send to a relative or friend abroad.

**Some** visa offices may require that your letter be notarized by a Notary Public. Check with the visa office that is processing the application to find out if you need to do this.

### The required documents include:

- 1) Photocopy of your passport
- 2) Print a **Confirmation of Enrolment** from Online-Self Service account.  
*Note: If this is to attend the convocation ceremony, please fill the Confirmation of Enrolment (COE) Special Purposes Request – International Student form.*
- 3) Your letter of invitation. (See the back of this form for more details)

### Your must include the following information in your letter:

#### About the person being invited:

- ✓ Complete name (First, Middle and Last)
- ✓ Date of birth
- ✓ The person's address and telephone number
- ✓ Your relationship to the person invited
- ✓ The purpose of the trip
- ✓ How long the person you are inviting intends to stay in Canada
- ✓ Details on accommodation and living expenses
- ✓ The date the person you are inviting intends to leave Canada

#### About Yourself:

- ✓ Complete name (First, Middle and Last)
- ✓ Date of birth
- ✓ Address in Canada
- ✓ Telephone number in Canada
- ✓ Occupation (student)

## Sample Invite Letter

*The following information is only a guide. You must write the letter of invitation yourself. Some visa offices may require that your letter be notarized by a Notary Public. Check with the visa office that is processing the application to find out about this.*

Canadian Consulate General  
India

December 3, 2016

I am writing this letter to support the visitor visa application of my parents. My father, \_\_\_\_\_, (born, February 4, 1960) and my mother \_\_\_\_\_, (born January 1, 1969) and they live at 23/17, Mayfield Road, India. Their home phone is 63-153 03157.

They would like to visit me in Canada as they have not seen me for about one and a half years. They intend to stay with me at my home for two months, from Month XX, 20XX. Housing will be provided by me and my parents will manage their living expenses.

I am currently an international student at Kwantlen Polytechnic University in Surrey. Attached is my confirmation letter from Kwantlen, a copy of my passport and valid study permit. My date of birth is February 10, 1990. I live at 1555 – No 3 Road, Richmond, V5N 5Z9. My phone number is 604-XXX-4444 and my email address is [aman@kwantlen.net](mailto:aman@kwantlen.net) and [aman05@XXXX.ca](mailto:aman05@XXXX.ca)

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

Sincerely,

Aman Perera

**Any questions?**

**Come see us!**

KPU International

Richmond 1400

Surrey Cedar Building 1145

Updated: February 2018

\* This is not a legal document. Although we strive to keep this website as up-to-date as possible, information may have changed since updated.