Dear Student

Thank you for your request for an invitation letter for your visitor. St Mary’s University does not provide confirmation letters of your invitation to your visitor. However, we can provide advice on what you can do to assist your visitor to obtain the entry clearance (‘visa’) they need.

**The Immigration Rules for visitors wanting to visit the UK:**

An entry clearance officer or an immigration officer must be satisfied that your visitor meets the requirements of the Immigration Rules for this category. Your visitor must show that:

* he or she is seeking entry as a visitor for no more than six months, **and**
* he or she intends to leave the UK on completion of his or her visit, **and**
* he or she can show that he or she has enough money to maintain and accommodate himself or herself without working, or help from Public Funds (income support, housing benefit, etc).

There is nothing in the Immigration Rules which states that a letter from the institution where you are studying confirming that you have invited your visitor is needed. St Mary’s University has no relationship with the person you are inviting to visit you. Your visitor cannot be refused entry clearance (‘a visa’) on the basis that a letter from the institution confirming your invitation of your visitor has not been provided.

**Helping your visitor:**

Ask your visitor to click on the link below and follow the instructions to apply for their visa to visit you in the UK.

[**https://www.gov.uk/apply-uk-visa**](https://www.gov.uk/apply-uk-visa)

The following documentation would be useful:

* A return ticket.
* Sufficient funds to support them during their visit to the UK. They can show their bank statements from their home country or if they have transferred money into your account and wish to use the UK bank statements then you should include recent bank statements with your invitation letter. We advise £1265 per month for living costs (including accommodation) as stated in the Student Visa guidance.
* A letter from you explaining your relationship to the person you are inviting and the details of their trip. (**See the example letter below produced by the UKVI Compliance and Immigration Manager) which will help you in writing such a letter)**. If there is a particular reason why you are inviting your visitor to the UK, this should be included in the letter.
* Photocopy of your personal page and visa stamp and/or Biometrics Residence permit and Police Registration Certificate if applicable.
* Evidence that you are an enrolled student at St Mary’s University. This confirms the reason why you are at present in the UK. **A ‘student verification letter’** can be obtained from the Registry department**.**
* If your visitor will be staying with you in private accommodation please ask permission from the owner/landlord of the property and ask for a letter from him/her agreeing that they can stay. If they will be staying with relatives or friends ask them to provide a letter confirming they will stay there. If you are in halls of residence you must ask the accommodation office/hall reception if you can have a visitor. If your visitor will stay in a hotel try to get a booking reference and address.
* **It is advisable for your visitor(s) to take out travel and medical insurance cover for the trip and the duration of their stay in the UK as unless they meet one of the exemptions from charges then they will have to pay for treatment they might need. For further information please visit the Department of Heath web-site at:**

[**http://www.nhs.uk/NHSEngland/AboutNHSservices/uk-visitors/Pages/accessing-nhs-services.aspx**](http://www.nhs.uk/NHSEngland/AboutNHSservices/uk-visitors/Pages/accessing-nhs-services.aspx)

**If you have any further questions or concerns about the situation described above, please do not hesitate to contact us.**

*Your name*

*Your address in the UK*

*Street name*

*Town*

Postcode

*UK*

*Address of your visitor OR*

(*Address of British Embassy or High Commission*

*in the country where your visitor will be making their*

*application for Entry Clearance if this is appropriate.*

*If your visitor will just be showing this letter to the*

*immigration officer at the port of entry in the UK,*

*this is not required*)

(*Date*)

**TO WHOM IT MAY CONCERN:**

This is to confirm that I (*add your full name*) am inviting (*add your visitor’s full name*) to visit me in the UK. (*Your visitor’s name*) is my (*explain the relationship i.e. friend, mother, son etc*). (*Your visitor’s name*) passport number is (*add visitor’s passport number*) and her/his date of birth is (*add visitor’s date of birth*). He/she (*delete as appropriate*) is going to visit the UK from (*date your visitor plans to arrive in the UK*) and will be staying for (*explain how long your visitor will stay in the UK*).

I am at present a student at St Mary’s University (student number/regnum: *add your student number/regnum*). I am enrolled on (*add the name of your course*). I have enclosed a letter from St Mary’s University which confirms I am a current student.

I enclose a copy of my passport and visa, Police Registration Certificate (if applicable).

(*Your visitor’s name*) will be staying at (*the full address of where your visitor will be staying. If your visitor will* *be staying with you and will not need to pay accommodation expenses during her/his trip, please add this to your letter*). (*Your visitor’s name*) is coming to the UK to visit me during the summer/Christmas/Easter vacation. *Add any other reason why your visitor is coming to the UK if appropriate).*

Yours faithfully,

(*add your signature*)

(*type your name*)