

## Request for Invitation Letter & Support Documentation

### Spouse & Dependents

**Applicable to Emory-sponsored J visas only. Contact your program sponsor if you are not sponsored by Emory.**

**Instructions:** To request an I-20 or DS-2019 for your spouse and dependents to join you in the U.S., please read both sides of this form carefully and follow the directions. When the ISSP has all required documentation and information, your request will be ready in five working days. **As of January 1, 2006, the International Student & Scholar Programs Office no longer provides letters for spouses or dependents. It is NOT required.**

#### **ISSP Policy:**

The ISSP Office supports Emory student and scholar requests to have families join them in the U.S. As Designated School Officials, we will provide you with an invitation letter and the necessary visa eligibility form (I-20 or DS-2019) when evidence of financial support for spouse and dependents is presented. While the ISSP Office issues visa eligibility forms to facilitate visa application at a U.S. Consulate or Embassy, the decision to issue or deny visas is made solely by the consular officer. When a visa is denied, the ISSP Office, upon request, will make **one inquiry, by letter only**, to the U.S. Consulate or the State Department in Washington.

#### **About Applying for Visas...**

Application for a nonimmigrant visa usually requires a personal appearance before a consular officer. The consular officer has the discretion to require whatever evidence is necessary to demonstrate that the applicant for a nonimmigrant visa is eligible for such a visa. In addition to the Application for Nonimmigrant Visa (OF-156) and the Certificate of Eligibility (I-20AB or DS-2019), other required documentation may include: evidence of financial support, photographs, required fee, etc. Further, “an applicant for a nonimmigrant visa shall be presumed an immigrant until the consular officer is satisfied that the applicant is entitled to a nonimmigrant status...The burden of proof is upon the applicant to establish entitlement for nonimmigrant status”{Federal Regulation 22CFR 42.11}. The applicant may attempt to convince the consular officer that there is both need and reason to return to the home country by providing evidence of a job offer or a job to return to, proving ownership of property or explaining family ties and responsibilities. **It is the responsibility of the applicant to supply the required evidence.**

#### **About applying for invitation letter and I-20/DS-2019 for Spouse and children under 21 years...**

An additional \$8,400.00 is required for the financial support of a spouse and \$3,600.00 for each child per year. Please request a letter from the Branch Manager of your bank that includes the following information:

- 1) Date the account was opened
- 2) Record of Deposits
- 3) Credit relationship with the bank

The Certificate of Eligibility and invitation letter will be issued in five working days when the above information is received. **NOTE:** Students or scholars who already receive sufficient income to support dependents, as indicated on the I-20/DS-2019, can ignore the above requirement. However, ISSP recommends that your department issue a letter verifying your support. This should be sent to the dependent(s) for application of visa stamp.

Your Name _____	Visa Type _____
Email _____	
Department _____	Day Phone _____
Current Salary _____ (please provide proof)	
Expiration Date of current stay _____ (Expiration date on I-20, DS-2019 or H-1B approval notice)	

**Application Form for Spouse & Dependents**

**Instructions:** Please complete this form with all required information. **Please type or write clearly.** An Incomplete form will delay the processing of this application.

Spouse's Last/Family Name \_\_\_\_\_ Given Name \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ Place of Birth \_\_\_\_\_

Home Country Address \_\_\_\_\_

1) Child Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

2) Child Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

3) Child Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Will your spouse and dependents travel to the U.S with you or separately? \_\_\_\_\_

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Are your spouse and/or dependents coming for the remainder of your stay in the U.S., or are they coming just for a brief visit? \_\_\_\_\_

At what Consulate will your spouse apply for a visa? \_\_\_\_\_  
City Country

When will your spouse and Dependents apply for the visa? \_\_\_\_\_  
Approximate date

Is there any other information we should know about this application? \_\_\_\_\_

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Check One:

\_\_\_\_\_ I will pick up documents in five days \_\_\_\_\_ Please mail documents to me at:  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the above information. The ISSP Office will provide me with the necessary Certificate of Eligibility for visa application. Should the visa be denied, the ISSP Office may write one letter of inquiry regarding the denial.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_