



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

# Letter of Invitation Information Sheet

## For International Students ONLY

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

If you wish to invite your family members and friends to visit you in Australia, they may need to apply for a Visitor Visa (Subclass 600). As a part of their Visa application 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/friend and the reason that you are inviting them to visit you in Australia.

Below is information that you may wish to include in your invitation letter:

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

Information about Visitor Visa application and the steps to apply for one can be found on DHA's site: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/visitor-600/tourist-stream-onshore#Overview>

## Sample letter

Below is a sample letter that demonstrates the type of letter you can create. It outlines the type of information that you may need to supply in your invitation letter.

<Address of the Australian Visa Office in your Home Country>	Letter header
Subject: <Name and Date of Birth of your Relatives/ Friends> Date: <Today's Date>	Subject line
To Whom It May Concern:	
I am international student who <is currently enrolled / has recently completed> in the <Name of Program> program at The University of Newcastle. I wish to invite <name of your relatives/ Friends as shown on their Passport> to visit me in Australia for <time period> for the purpose of <reason for visit / graduation dates, etc>	Letter Body - Where you write the information about your student status and the reason why you are inviting your relatives/ friends to visit you in Australia  <i>Please note that the information appearing here is a suggestion only</i>
I have attached a letter confirming my <enrolment / completion> issued by the University of Newcastle.	
Yours sincerely, <your name> <your address in Australia>	Signature line

**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.**