

## Inviting Family Members to the UK

If you would like to invite friends or family members for a short visit to the UK, your visitor should apply for a [Standard Visitor visa](#).

To qualify for this visa type, your visitor must show:

- that they wish to visit the UK for no more than six months;
- that they intend to leave the UK at the end of the visit ie. Evidence that they have a job to return to; and
- they have enough money to support themselves while they are in the UK without working or having recourse to public funds.

If your visitor is a non-visa national they do not need to apply for immigration permission before travelling to the UK as they can enter as a visitor through the E-Gates at the airport or apply for entry to the UK at the border by showing the same documents as they would if they were applying for a visa from overseas.

Check the [UKVI website](#) to find out whether your visitor must apply for their visa before travelling to the UK or whether they can apply on arrival.

### 1

## How to apply

Your visitor must read the information on the [UKVI website](#) about how to apply and then [apply online](#) selecting the Visa type of General Visitor and the appropriate subtype.

If your visitor plans to come to the UK on a more regular basis they can apply for a 2 year, 5 year or 10 year visitor visa. However, the maximum period of time your visitor can spend in the UK is six months out of any twelve month period.

Your visitor can apply for this type of visa from any country.

### 2

## Documents required

- Your personal letter of invitation explaining your relationship with your visitor and the purpose of the visit. Remember to sign and date the letter and then email a scan of it to your visitor.

**Important! You must not use University of Manchester headed paper or logos on your letter - it is not necessary and may be seen as fraud by the UKVI.**

- A confirmation of attendance or 'expects to graduate' letter confirming your registration/attendance obtained from the [Student Services Centre](#).
- A copy of your passport pages containing your personal details, your visa (if applicable) and the most recent UK entry stamp.
- If you are paying for accommodation and other living expenses while your visitor(s) stay here, you should send the latest six months' bank statements from your UK account to show that you have sufficient funds available to support them while they are in the UK. You can use the student visa financial requirements as a guide of how much money to show eg. £1023 per month for living expenses. You should also include a signed letter stating that you are paying for the visitor's expenses while they are in the UK (if applicable).
- If you are inviting visitors for a shorter period of time it will help them with their application if you show that you are arranging suitable accommodation for them. You can find a hotel for them on the internet, for example at, [Visit Manchester](#), [Late Rooms](#) and [Hostel World](#) (includes listings of private rooms).
- If you are living in private accommodation and your landlord/lady has given permission for your visitors to stay with you, ask for written confirmation from the landlord/lady.

Your visitor(s) must take your letter of invitation and their other documents to the [Visa Application Centre](#) when they enrol their biometrics. Guidance notes and the visa application forms can be accessed from the [UK Visas and Immigration website](#).

Please remember that if you are inviting more than one person, each of your visitors will need letters and documents from you because they will each apply for a visitor visa separately.

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## Arriving in the UK

On arriving in the UK, your visitors may be asked for the reason they are visiting. We recommend that you tell your visitors to carry the paperwork about their visit in their hand luggage so that it is easy to access and can be shown to the border force officials.

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## Sample letters for inviting a visitor

Modify each template to suit your personal circumstances. Each person you are inviting will need a separate invitation letter from you so they can include it in their visa application. Explain the purpose of the visit and as long as the visitors give the same purpose (if asked) it should make it easier for them to get a visa.

### Situation 1 (Graduation)

*Dear (full name of person you are inviting)  
details)*

*(your name, address and contact*

*I will be graduating from the University of Manchester on (give date of your Graduation). I would like to invite you to attend my graduation ceremony in Manchester in July/December 2024 (Delete as appropriate). I have attached a letter from the University of Manchester that confirms that I am expected to graduate on (...).*

*Information about our Graduation ceremonies can be found on our [website](#)*

*You will be staying in the UK from (date) until (date). During your visit you will be staying with me at (give your address) or (give the address of their hotel).*

*I hope you will be able to attend my Graduation Ceremony as it is a very important occasion.*

*(name, signature, date)*

### Situation 2 (Holiday)

*Dear (full name of person you are inviting)*

*(your name, address and contact details)*

*I am really looking forward to our holiday together in the UK from (date) to (date). Apart from showing you the University and Manchester city centre, I am looking forward to show you other parts of the UK while you are here. I think the Lake District and York would be ideal places to visit. My landlord, Mr/Mrs ..... says you are welcome to stay with me in the house as there is plenty of room. I am attaching his/her letter to confirm this.*

*Your name, Signature, date*