

B-1 Sample Letter

(On White University Letterhead)

Date

United States Consulate
and/or
United States Port of Entry Officer

Re: Letter of Invitation for (name)
Visitor for Business to (list institution and department)

Dear Sir/Madam:

(Name) has been invited to (attend) (visit) the (workshop, conference, give lecture, etc.), sponsored by (department, division) at (list institution and department) for the period (date) to (date). We expect to (reimburse, pay honorarium to) this visitor for some travel expenses.

Please assure that the proper VISA and/or NONIMMIGRANT STATUS are assigned to the visitor: B-1 visa (usually noted as B-1/B-2) and “B-1” notation on Form I-94 upon entry.

The B-1 notation on the I-94 card (white) will permit the university to process reimbursement or honorarium as appropriate to this visitor. The visitor must present passport and a copy of both sides of the I-94 card shortly after arrival at Brown.

Business visitors from visa waiver countries will receive a WB notation on their I-94 card (green). For current information on participating visa waiver program countries check the U.S. Department of State website at http://travel.state.gov/visa/temp/without/without_1990.html

Thank you for your attention to this matter.

Sincerely,

(Brown sponsoring department chair or director)

Note: For honorarium, the academic activity at Brown must not exceed nine days in duration and the visitor must not have received honoraria from more than five educational institutions in the previous six-month period.