Example of a B-1 Letter of Invitation

Must be written on official UM letterhead

Date

Address

Dear Scholar's Full Name:

Thank you for agreeing to present your most recent paper during our Spring conference which will be held at the University's Department on date.

As previously discussed, the Department is prepared to compensate you with a $0000 honorarium and to reimburse you for round trip air fare and travel expenses from Specify Country of Origin to College Park, MD.

The United States government permits academic institutions to provide honoraria and reimbursement of expenses to foreign nationals who enter the U.S. B-1 (short-term business) status. However, there are several restrictions within the law. Federal law requires that:

- you be present in the U.S. in B-1 visa status;
- the academic activities at OSU must not exceed nine days;
- you may not have accepted similar payments from more than five other U.S. institutions during the six-month period immediately preceding your visit to the University of Maryland.

If you need to apply for a B-1 visitor visa, please take this letter, along with your valid passport to the U.S. Embassy or Consulate (http://usembassy.state.gov/) which serves closest to your place of residence.

We look forward to your participation in Specify Event. If you have any questions about applying for your visa, please refer to the Department of State's website: http://travel.state.gov/visa/temp/types/types_1262.html.

Sincerely,