

Visa request for University Visitors - Sample Letter

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 or 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 international or domestic travel expenses (and/or per diem, honorarium).

We respectfully request that you consider issuing a B-1/B-2 visitor visa (or if applicable, the Visa Waiver Tourism/Waiver Business) based upon the following factors:

- The individual will not be considered an employee of Minnesota State University, Mankato.
- The academic activity at Minnesota State University, Mankato will not exceed nine days in duration. We will also inform the business visitor not to receive honoraria from more than five educational institutions in a six month period.
- The B-1/B-2 or WB/WT notation on the I-94 card will permit the university to process reimbursement or honorarium as appropriate to this visitor. In order to process any payment, we require that the visitor must present his or her passport and a copy of both sides of the I-94 card shortly after arrival at Minnesota State University, Mankato.

Thank you for your contribution to improving international collaborations.

Sincerely,

(MSU sponsoring department chair or director)