

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,