

Template for Invitation Letter for B-1 Visitor

(On Department Letterhead)

(DATE)

(Name of Visitor)

(Address of Visitor)

(Date of Birth of Visitor)

Dear **(Name of Visitor)**,

I am pleased to offer you an invitation from the Department of _____, **(department address)** to be the keynote speaker for a symposium entitled _____ held on the Stanford campus **(change if held elsewhere but sponsored by Stanford)** from **(dates)**. The faculty host and organizer is **(name, title and area of sponsoring faculty member)**. Your travel dates are **(start date)** to **(end date)**.

As the keynote speaker, you will receive an honorarium of _____ and be reimbursed for your _____ . Stanford University is not sponsoring your immigration status, nor is the University in a position to provide legal advice regarding the appropriate status for your entry. However, in order for Stanford to be able to reimburse you for costs incurred for a trip of this nature and to pay the honorarium, U.S. Immigration law would require that you obtain a B-1 visa prior to traveling (or use a WB --visa waiver business— at the time of travel) and enter the U.S. in this visa classification.

For questions about the logistics of your visit, please contact **(name of department administrator)** at (phone number and email@stanford.edu)

It will be our pleasure to host you in the Department of _____ at Stanford University.

Sincerely,

(Signature of Department chair)

(Name of department chair)
(title, department)