

Sample Invitation Letter For B-1/B-2/VWP Visitors

THIS SAMPLE LETTER MAY BE USED AS A MODEL FOR YOUR DEPARTMENT'S LETTER
TO INVITE VISITORS (B-1, B-2, VWP) WHO WILL RECEIVE REIMBURSEMENT OR HONORARIUMS
FROM UWM FOR PROGRAMS OF 9 DAYS OR LESS.

Date

Dear Professor/Dr./Ms./Mr.:

On behalf of the Department/College/Program of _____ at the University of Wisconsin-Milwaukee, I am pleased to invite you to visit our campus for [period of time not exceeding 9 days], for the purpose of _____, during [dates].

In order to assist you in this visit, the University may/will provide you with certain reimbursements for expenses to help with the cost(s) of your travel, lodging, meals and miscellaneous expenses incidental to travel. Additionally, the University will award you an honorarium of [amount] in association with your visit.

In order for the University to remain in compliance with all U.S. immigration regulations, it is imperative that you enter the United States with the appropriate immigration visa status.

If you are required to obtain a visa to enter the United States, you may make application to the U.S. Consulate for either a B-1 ("Visitor for Business") visa or a B-2 ("Visitor for Pleasure") visa. The University of Wisconsin-Milwaukee is allowed to pay certain travel, lodging, meals and expenses incidental to travel, as well as an honorarium, to individuals invited to the University who enter the United States in B-1 or WB visa status only if you have not received more than five (5) such payments from any visit to an U.S. institution or organization during the six (6) months immediately preceding your visit to our campus. If you have received more than five (5) payments from other U.S. institutions or organizations during the six (6) months immediately preceding your visit to our campus, you should contact [designated person in department] to make application for "Exchange Visitor," J-1 visa. Note: If you enter the U.S. in B-2 or WT status, UWM will not be able to reimburse you for incidental expenses or per diem. You may still qualify for an honorarium.

Upon arrival at the United States port of entry, please advise the inspecting Immigration Officer that you are coming for temporary business purposes and ask that you be granted the appropriate status. You may use this letter as evidence of the basis for your visit.

Visitors who receive honorariums are required to have a tax identification number which can be either an Individual Taxpayer Identification number (ITIN) issued by Internal Revenue Service (IRS) or Social Security number (SSN) issued by Social Security Administration. If you have obtained this number either on a previous visit to the U.S., the number is still valid. Please bring your Social Security Card or IRS notice of ITIN with you when you visit campus. If you do not have a social security number and have not previously obtained a tax identification number, you must obtain an Individual Taxpayer Identification number (ITIN) from the Internal Revenue Service (IRS).

Please coordinate the specific itinerary of your visit with _____ of our staff at [telephone number] so we may better assist you with your travel.

Sincerely,

Signature

Title

Department/College/Program