



UC International
University of Cincinnati
PO Box 210640
Cincinnati, OH 45221-0640

Room 3134, Edwards One
Phone (513) 556-4278
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Sample Visa Waiver Letter

Dear International Visitor:

Welcome to the University of Cincinnati! We are pleased that you will be joining our global campus to give a series of lectures on new medical research techniques with Dr. Joseph Bearcat. You will receive \$2,000 and honorarium and reimbursement of all expenses during your stay beginning February 1, 2014 and ending February 8, 2014.

Since you are from *Visa Waiver Country*, we recommend that you travel to the U.S. using the visa waiver program, which allows you to travel to the U.S. as a visitor for business for up to 90 days without first obtaining a visa. You must apply for authorization using the Department of Homeland Security's Electronic System for Travel Authorization (ESTA) database. Go to <https://esta.cbp.dhs.gov/esta/esta.html> and follow the instructions. You must do this at least 72 hours before your scheduled departure.

Upon arrival in the U.S. you simply need to present your passport, round-trip ticket, and this letter as verification of the purpose of your visit and financial arrangements in order to travel to the U.S. without a visa. ***If there is any possibility that you may decide to remain in the U.S. for longer than 90 days, however, you should not travel under this program, as extensions of stay are not possible.*** Entering on the visa waiver program allows for honoraria payments and reimbursement of expenses provided the stay does not exceed 9 days and you haven't received such payments from more than 5 institutions other than UC during the preceding 6 months.

When you pass through the US immigration checkpoint, the US immigration officer should put a stamp in your passport with the notation WB or WT and the date to which you are allowed to remain in the US. Please check this notation very carefully before you leave the immigration checkpoint. It is extremely difficult, and often impossible, to have these notations changed after entry. They will also create for you an electronic I-94 card than can be printed at <https://i94.cbp.dhs.gov/i94>.

You will be sent separate instructions indicating whether you will need to have an in person check-in with UC international services or whether you only need to upload copies of your passport and electronic I-94 card upon arrival. Please follow those instructions when you receive them.

If you have questions related to your visit to our campus or other aspects of your stay in the U.S., Please feel free to contact UC international services at 513/556-4278. We look forward to meeting you and hope you have a pleasant journey to Cincinnati.

Sincerely,

Ronald B. Cushing, Director
UC international services