

**INSTRUCTIONS
LETTER OF INVITATION TO A FOREIGN VISITOR
PLEASE READ!**

The purpose of the Letter of Invitation to a Foreign Visitor is not only to invite them to UTD, but also to ensure they receive the proper visa status upon entering the United States.

- This letter should be given to the immigration inspector upon arriving in the U.S. The visitor should receive a B-1 or Visa Waiver for Business (WB) status.
- The *information in bold and parenthesis* should be completed by the department inviting the individual. Remove the *bold and parenthesis* once the information has been inserted.
 - ***Name with Appropriate Title*** – Name of the individual who is being invited and their title.
 - ***Date*** – Date letter is created.
 - ***Department*** - Name of the department that is inviting the individual.
 - ***(date) to (date)*** - Range of dates the service will be provided.
 - ***Purpose*** – A description of the service the individual will be providing.
 - ***Amount*** – U.S. dollar amount the individual will be paid
 - ***Event*** – The title of the even in which the services will be provided, i.e. Grand Rounds Lecture.
 - ***UT Dallas Sponsoring Department Information***: Signature, Name, Title, Location, Phone Number, Fax Number, etc for a representative of the department.
- Once completed by the inviting department, the letter should be printed on University letterhead and signed.

Questions?: Contact kellyanderson@utdallas.edu

(Date)

Dear ***(name with appropriate title)***,

On behalf of the ***(department)*** of the University of Texas at Dallas (UTD), I am pleased to invite you to visit our campus from ***(date)*** to ***(date)*** for the purpose of ***(lecture, symposium, conference, etc)***.

In order for UTD to remain in compliance with the U.S. immigration and tax regulations, it is imperative that you enter the United States in the appropriate non-immigration status which would be either a B-1 visa obtained from the U.S. Consulate prior to departure from your country, or a Visa Waiver for Business (VWB) obtained upon arrival in the U.S.

To obtain a B-1 visa, please present this letter at a U.S. Embassy or Consulate with your non-immigrant visa application, passport and photograph. When approved, the Consulate places a U.S. visa into your passport. En route to the U.S., complete the white Form I-94 questionnaire. Make sure you get it stamped with entry and expiration dates by the Immigrations Officer in U.S. Customs at the port of entry.

If you are from a country that participates in the Visa Waiver Program, and you otherwise qualify, you may not need to obtain a visa but can present yourself to the Immigrations Officer at a U.S. port of entry. Make sure to check the requirements for qualifying for the Visa Waiver Program well in advance of your scheduled trip. En route to the U.S., complete the green form I-94W questionnaire. Please advise the inspecting Immigration Officer that you are coming for temporary business purposes and make sure you get the I-94W stamped with entry and expiration dates.

The stamped I-94 form documents your entry and departure dates. This form is also necessary for payment of honorarium.

UTD will pay you an honorarium of ***(amount)*** in association with your visit. However, the University can only make this payment if your affiliation will not exceed nine (9) days, and you have not accepted this type of payment from other U.S. institutions more than five (5) times in the past six (6) months.

We look forward to your participation in ***(event)***.

Sincerely,

(Sponsoring Department Information)