

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 STOCKTON UNIVERSITY FOR PROGRAMS OF 9 DAYS OR LESS.

Date

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

On behalf of the Department/College/Program of _____ at Stockton University, I am pleased to invite you to visit our campus. So that you and I understand our mutual responsibilities, I will outline our plans.

The United States government requires that most nonresident aliens obtain a visa prior to entering the United States. If you do not currently have a visa, you may need to contact a United States embassy.

It is my understanding that you will be visiting the United States on a B-1, B-2, WB or WT visa or as a tax resident of your country of residence. I further understand that your work at Stockton University will be for a period not exceeding nine working days, and that you have not worked for more than five other institutions in the United States within the six months prior to your visit to our campus.

You are invited to Stockton University solely for the purpose of engaging in an academic activity.

With limited exceptions, the United States requires that income tax be withheld from payments made to persons residing outside of their jurisdiction. Certain payments may be exempt from income tax withholding. A valid United States taxpayer identification number is required for exemption from income tax withholding.

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.

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