



BROWN

B-1 Sample Letter

(To Be Placed On University Letterhead)

Date

Dear [NAME OF VISITOR]

Thank you for accepting our invitation to visit the **[department's name]** at Brown University from **[indicate dates of visit]**. Your activities will include **[indicate the activities the visitor is invited to participate in: attend workshop, participate in a conference, give a lecture, etc]**.

Since you will not be employed at Brown University and your stay is of short duration, you should plan on entering the U.S. in B-1 (visitor for business) status. To qualify for this status and to ensure that Brown University will be able to reimburse you for your expenses and/or pay you an honorarium, your status and activities must meet the following criteria:

- The academic activity at Brown University for which you wish to receive honorarium or reimbursement must not be longer than 9 actual days; and,
- You cannot accept honorarium/ reimbursement from more than 5 institutions in a six month period.

If you do not have a valid B-1/B-2 visa stamp in your passport, it will be necessary to apply for one at the U.S. Embassy or Consulate nearest you. You should present this letter with your application for a visa. The process for obtaining a visa can be lengthy, so please plan accordingly.

Upon arrival in the U.S. you should again present this letter, along with your passport and visa to the Port of Entry Officer. Once your admissibility in B-1 status has been determined you will be given a notation on your U.S. admission stamp of B-1. Upon arrival in the U.S. you need to visit www.cbp.gov/i94 to retrieve your I-94 admission number (you will be required to present this confirmation along with your visa and passport in order to receive your honorarium/ reimbursement).

Please contact **[department contact's name]** at **[phone/email]** if you have any questions about your upcoming visit.

Sincerely,

[printed name and signature of department chair or director]